



CITY OF ANTIGO

FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE MEETING

MULTI-PURPOSE ROOM

Wednesday, April 19, 2017

CITY HALL

6:00 PM

Call to Order

Discussion and Action May Occur on Any of the Following Agenda Items:

1. Approval of the Minutes from the March 15, 2017 meeting
2. Approval to fill open Police Officer Position
3. Update Police Department Police Officer Job Description
4. Update Police Department Sergeant job description
5. Update Fire Lieutenant Job Description
6. Update Fire Department Firefighter/Paramedic (EMT) Job Description
7. Update DPW Office Administration Clerical Assistant position job description
8. Update Police Department Clerical Positions Job Description
9. Approve Elwyn Remington Foundation Fire Department Grant
10. Contractor Selection based on Air Conditioning Bid Tabulation for the Replacement of 5 Roof-top Units Located at City Hall
11. Waiving of the bid process and quote for Services from Frisch's Greenhouse for Ground Planters/Hanging Baskets in the Downtown Corridor
12. Additional Request of \$5,000 for Police Department Contractual Services Budget for Towing of Impounded Junk Vehicles
13. Recommended Ordinance Language Updates for Article VI Sections 38-403 thru 38-408 Regarding Junked Vehicles and Appliances on Private Property

Any Other Matters Authorized by Law to be Considered

Adjournment

Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact Jaime Horswill, 700 Edison Street, Antigo, Wisconsin 54409. (715) 623-3633 extension 100. Members of and possibly a quorum of members of other governmental bodies may be in attendance to gather information. Any governmental body other than that specifically referred to above will take no action.

DATE MAILED: April 13,2017

TOM BAUKNECHT



To: Mayor and City Council
From: Amy Lynch, Human Resource Specialist
Date: April 19, 2017
Re: Approval to fill open Police Officer Position

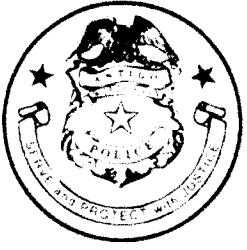
Due to a recent retirement within the ranks of the Police Department, we are asking to be allowed to fill the open position and any subsequent positions made available due to any advancement.

The position is already in the budget and is necessary for the department.

If you have any questions, please feel free to contact Director of Public Safety Roller or me at any time.

Sincerely,

Amy Lynch



ANTIGO POLICE DEPARTMENT

ERIC ROLLER
CHIEF OF POLICE & DIRECTOR OF PUBLIC SAFETY
EROLLER@ANTIGO-CITY.ORG

April 10, 2017

Finance, Personnel, & Legislative

Recommendation to fill future vacant police department officer

Dear Committee Members;

Sgt. Dave Carroll has given his notice of retirement effective May 3, 2017. Sgt. Carroll has worked for the Antigo Police Department for over 33 years. . Sgt. Carroll has been supervising the afternoon shift of three officers and I will be posting for an internal candidate to replace the Sergeant position.

I am looking to replace Sgt. Carroll with a new hire and I am currently seeking applications to create an eligibility list and use that list to hire a patrolman. The application and hiring process for new law enforcement officers is extremely competitive at this time, with a very limited number of applicants applying for law enforcement jobs compared to when we last hired in January 2013.

Hiring a new officer will maintain our staff at 15 sworn officers, allowing us to continue our proactive approach to policing, maintaining safe coverage, and working within our budget.

I am seeking approval from the committee to hire a new police officer.

Sincerely;

A handwritten signature in black ink, appearing to read "Eric J. Roller".

Eric J. Roller
Director of Public Safety

Attachment: Roller Memo (1474 : Approval to fill open Police Officer position)



To: Mayor and City Council
From: Amy Lynch, Human Resource Specialist
Date: April 19, 2017
Re: Update Police Department Police Officer Job Description

The job description for a Police Officer has not been updated for many years. As we are looking at hiring a new officer, it is a good time to review and make changes to the existing job description so that what is posted on our new on-line hiring software is completely up-to-date.

Director of Public Safety Roller and I reviewed the old description and updated and created a more detailed description of the duties and responsibilities for the Police Officer. We also made some changes recommended by our labor attorney.

Attached is the former job description along a copy of the new job description.

We are asking you to approve the new Police Officer job description.

If you have any questions, please do not hesitate to contact me before the meeting.

Sincerely,

Amy Lynch

Position Description

Class Title: Police Officer

Department: Police

Date: 9/22/09

General Purpose

Performs police patrol, investigation, traffic regulation, and related law enforcement activities.

Supervision Received

Works under the general supervision of a Police Sergeant or Lieutenant.

Essential Duties and Responsibilities

Works as assigned shift performing security patrols, traffic control, investigation and first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconduct.

Works as assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.

Maintains normal availability by radio or telephone for consultation on emergencies or precedent.

Carries out duties in conformance with Federal, State, County, and City laws and ordinances;

Patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving ordinances, misdemeanors, felonies and other law violations and to otherwise serve and protect.

Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.

Interrogates suspects, witnesses, and drivers. Preserves evidence. Arrests violators. Investigates and renders assistance at scene of vehicular accidents. Summons ambulances and other law enforcement vehicles. Takes measurements and draws diagrams of scene.

Conducts follow-up investigations of crimes committed during assigned shift. Seeks out and questions victims, witnesses and suspects. Develops leads and tips. Searches scene of crimes for clues. Analyzes and evaluates evidence and arrests offenders. Prepares cases for giving testimony and testifies in court proceedings.

Prepares a variety of reports and records including reports of investigation, field interrogation reports, alcohol reports, influence reports, breathalyzer check list, vehicle impoundment form, traffic hazard report, etc.

Undertakes community oriented police work, and assists citizens with such matters as stalled vehicles, crime prevention, drug abuse resistance education (DARE), traffic safety, etc.

Participates in investigation criminal law violations occurring within the City limits, obtaining evidence and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court and relates activities.

Conducts patrol activities including directing traffic, investigation of reported or observed violations of law, and conducting patrol activities.

Peripheral Duties

Maintains departmental equipment, supplies, and facilities.

Maintains contact with the general public, court officials, and other City officials in the performance of police operation activities.

Desired Minimum Qualifications

- (A) Must be 18 years or older at the time of employment
- (B) Must possess, or be able to obtain by time of hire, a valid Wisconsin driver's license without record of suspension or revocation in any State
- (C) Must meet other minimum recruitment standards of the Wisconsin Law Enforcement Standards Board
- (D) Must be a U.S. Citizen
- (E) Must be able to clearly speak, read, and write the English language
- (F) Must be of good moral character and of temperate and industrious habits
- (G) Must pass a drug screening
- (H) Must be in good physical condition to perform the essential job functions of a law enforcement officer

Education and Experience

- (A) High School diploma or equivalent
- (B) 2 year associates degree in Police Science from a Wisconsin Vocational, Technical, or adult education district or its accredited equivalent from another state or a minimum of 60 fully accredited college level credits
- (C) Be certified or certifiable by Wisconsin Law Enforcement Standards Board.

Necessary Knowledge, Skills, and Abilities

- (A) Some knowledge of modern law enforcement principles, procedures, techniques, and equipment;
- (B) Some skill in operating tools and equipment listed below;
- (C) Ability to learn the applicable laws, ordinances, and department rules and regulations; Ability to perform work requiring good physical condition; Ability to communicate effectively orally, and in writing; Ability to establish and maintain effective working relationships with subordinates, peers and supervisors; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to meet the special requirements listed below; Ability to learn the City's geography.

Special Requirements

- (A) Must possess, or be able to obtain by time of hire, a valid Wisconsin Driver's License without record or suspension or revocation in any state;
- (B) Ability to meet Department's physical standards.

Selection Guidelines

Formal application; Review of education and experience; appropriate Police and Fire Commission testing including written and physical agility test; oral interview; background check; psychological examination; drug screen test; final selection.

Tools and Equipment used

Any tools or equipment available to the Antigo Police Department.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; run; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of

this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

Universal precautions are used with all blood and body fluids.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position in if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Supervisor

Appointing Authority

Effective Date:

Revision History:
1st 09/22/09

POSITION DESCRIPTION

Class Title: Police Officer
 Department: Police
 Location: Police Station
 Date: 04/05/17

Union: LAW, Local 236
 FLSA Status: Non-exempt
 Position Status: Regular Full Time

GENERAL PURPOSE

In accordance with Local Ordinances, State Statutes, Federal Law, and established departmental and city policies, procedures, and guidelines, performs a wide variety of police and law enforcement activities that include an element of personal danger and exposure to adverse conditions. The employee must be able to act without direct supervision and to exercise independent judgment in meeting emergencies. Duties are primarily service oriented and include protection of life and property, dispensing information, arbitrating disputes, providing assistance through referrals, crime prevention and investigation, apprehending criminals, directing traffic, and other public safety services. Work is reviewed by inspection, observation of results, and through oral and written reports.

SUPERVISION RECEIVED

An employee in this position works under the general supervision of a Sergeant, Captain, or his or her designee, and under the broad policy guidance of the Director of Public Safety/Police Chief.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain prompt, predictable and regular physical attendance.
- Maintain the ability to lawfully operate designated motor vehicles and equipment at all times that duties are performed.
- Maintain the ability to travel throughout and enter all different properties in the jurisdiction.
- Provide truthful/accurate written and verbal communications.
- Maintain the ability to competently and credibly testify in court.
- Maintain the ability to lawfully carry and use a firearm.
- Maintain, and actively promote, effective working relationships with coworkers and management.
- Works to assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.
- Interview and interrogate victims, witnesses, and suspects as appropriate.
- Maintain continuous preventative patrol throughout the city streets, parks, commercial and residential areas to preserve the peace and enforce the law.
- Maintain availability, as able, by radio or telephone for consultation on emergencies.
- Participate in investigating criminal law violations occurring in the City of Antigo:
 - Protect crime scenes
 - Perform surveillance
 - Conduct lawful searches of persons and property
 - Confiscate and secure all evidence and contraband seized according to law and policy
 - Compile information regarding the crimes
 - Conduct follow-up investigations
 - Question witnesses, victims, and suspects to determine factual material and provide evidence of leads
 - Prepare cases for filing of charges
- Apprehend violators and make proper arrests or summonses while enforcing state statutes and city ordinances.

- Initiate contact with both business operators and residents, maintaining open communications within the community.
- Maintain strict confidentiality in accordance with Wisconsin State Statutes and department policy, including but not limited to, personnel issues, contact and interaction with the public, and any other information heard, handled, or obtained within the scope of the position or through contact with County personnel.
- Attempt to resolve domestic disputes, disturbances and other incidents through counseling, referral or other peaceful means, settle disputes among neighbors, juveniles, or other groups, and resolve any and all complaints from citizens of the community.
- Maintain the peace and security of the community, respond to public disturbances, and maintain civil obedience at group functions.
- Enforce laws and ordinances within the city; make felony and misdemeanor arrests; and issue appearance notices, and traffic citations.
- Provide for the safe and convenient flow of traffic and pedestrians within the City, investigate traffic accidents, investigate reported or observed violations of law, enforce traffic violations, conduct driver intoxication investigations, and promote vehicular and pedestrian safety.
- Respond to emergency radio calls and investigates robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, and other necessary emergency calls. Takes appropriate law enforcement action.
- Testify in criminal and civil court proceedings and give depositions.
- Render miscellaneous police services such as providing information and/or assistance to the public; informing citizens of available services in the community, promoting crime prevention through community and educational programs, making presentations to the public and local organization concerning crime prevention and related police matters; locating and reporting fires and fire hazards, defective water or gas mains, sidewalk and highway defects, or obstructions and defective street lights; responding to abate a nuisance calls; and checking licenses and permits as necessary.
- Prepares a variety of reports and records including reports of investigation, field interrogation reports, alcohol reports, influence reports, breathalyzer check list, vehicle impoundment form, traffic hazard report, and other reports assigned to an officer in the course of their work.
- Maintains departmental equipment, supplies, and facilities.
- Maintains contact with the general public, court officials and other city officials in the performance of police operation activities.

PERIPHERAL DUTIES

- Participate in community events and organizations to give the department a familiar face within the community.
- Perform other related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- (A) High school diploma or GED equivalent; and
- (B) Be certified or certifiable by the Wisconsin Law Enforcement Standards Board; and
- (C) Earn a two (2) year associates degree in Police Science from a Wisconsin Vocational, Technical, or adult education district or its accredited equivalent from another state; or
- (D) Earn 60 fully accredited college level credits.

Necessary Knowledge, Skills, and Abilities

- (A) General knowledge of modern law enforcement principles, procedures, techniques, and equipment with the ability to develop a working knowledge of departmental rules, regulations, policies, and procedures.
- (B) Ability to work effectively under stressful conditions; handle sensitive and, at times, disturbing information and situations; and maintain composure under emergency situations.
- (C) Ability to exercise sound judgment and analyze situations quickly and objectively to determine the proper course of action within the established framework of policies and procedures.
- (D) Skill in operating a motor vehicle under adverse conditions.
- (E) Ability to organize high volumes of data and legal principles into accurate and understandable police reports.
- (F) Ability to communicate, understand, and effectively follow oral and written instructions.
- (G) Ability to communicate effectively with superiors, subordinates, and the general public, with the ability to exercise discretion.
- (H) Ability to establish and maintain effective working relationships with subordinates, peers, and supervisors.
- (I) Ability to care for and safely operate a variety of firearms and chemical agents.
- (J) Ability to learn the city's geography.
- (K) Must have a working knowledge or ability and willingness to obtain a working knowledge of the following:
 - a. Windows operating systems and programs with an emphasis on Microsoft office; and
 - b. Ability to navigate web applications, and have an understanding of other emergent technologies and peripherals
 - c. Any other software available to the department
- (L) Some skill in operating tools and equipment listed below.
- (M) Ability to meet the special requirements listed below.

Special Requirements

- (A) Must be of high moral character, and be self-controlled, hard-working, and have highly ethical habits; and free of any felony, serious misdemeanor, or domestic abuse conviction; and
- (B) Must be in good physical condition to perform the essential job functions of a law enforcement officer; and
- (C) Must possess, or be able to obtain by the time of hire, a valid Wisconsin Diver License with a good driving record; and
- (D) Must be a United States citizen; and
- (E) Must be at least 18 years old; and
- (F) Must be able to clearly speak, read, and write the English language; and
- (G) Must pass a drug screening.

TOOLS AND EQUIPMENT USED

Motor vehicles, firearms, baton, handcuffs, chemical agents, Taser, keyboard, computer, radios, telephone, various software used within the department; and any other tools and equipment available for use within the department.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Employees must have acceptable sensory capabilities in hearing and olfactory senses. Hand-eye coordination is necessary to operate computers and various pieces of equipment.

Tasks involve the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven terrain, bending, stooping, working in confined spaces, lifting or carrying moderately heavy (20 – 50 pounds) items and occasionally very heavy (100 pounds and over) items and control combative individuals. Employees must climb ladders, jump fences, grapple with suspects, run for long distances, and move from extended sitting to quick activity.

While performing the duties of this job, the employee is frequently required to stand, walk sit, climb, balance, stoop, kneel, crouch, talk, hear, smell, use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The ability to coordinate eyes, hands, feet and limbs in performing skilled movements is necessary.

Work Environment

Work is required in adverse environmental conditions. The noise level in the work environment may vary from quiet to loud. The work is frequently outdoors and exposed to extreme weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives. They are occasionally exposed to explosives, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, vibration and wet and/or humid conditions.

Work is performed outdoor, indoor, in a patrol vehicle, on a bicycle, on foot or other various modes of transportation.

Universal precautions are used with all blood and bodily fluids

SELECTION GUIDELINES

Formal application; review of education and experience; interview; reference check; background check; psychological examination; appropriate Police and Fire Commission testing including written and physical agility tests; drug screen test; and other job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



To: Mayor and City Council
From: Amy Lynch, Human Resource Specialist
Date: April 19, 2017
Re: Update Police Department Sergeant job description

With the recent retirement in the Police Department, we will be filling a Sergeant position. The Police Department has three shift Sergeants with three separate job descriptions. In an effort to streamline our processes and maintain consistent expectations for all individuals working in similar positions, Director of Public Safety Roller and I have created one job description that covers all three shift Sergeants.

In addition, I am working on updating all job descriptions for the City little by little to help with our new on-line application process.

Attached are all three former shift Sergeant job descriptions along with the new combined description which we worked on together. It contains a combination of the other three, along with a more detailed description of the job duties for this position. It includes changes that have occurred in their duties and responsibilities, updates suggested by our labor attorney, and changes within the industry.

We are asking that you approve the new updated Police Sergeant job description.

If you have any questions before the meeting, please feel free to contact me at any time.

Sincerely,

Amy Lynch

Position Description

Class Title: Day (1st) Shift Sergeant

Department: Police

Date: 05/06/2009

General Purpose

The Police day shift Sergeant will be responsible for the general day to day supervision of 1st shift within the Antigo Police Department. Work in this class requires regular public contact with a high degree of tact, judgment, and technical knowledge. Perform a variety of routine and complex public safety work in the performance of police investigations, patrol, traffic regulation, and related law enforcement activities.

Supervision Received

Works under the general supervision of the Chief of Police or Captain. May take direction from Detective Sergeant on serious criminal investigations and at crime scenes.

Supervision Exercised

Exercise supervision over subordinate officers in the absence of higher ranking officers and exercises supervision over Detective Sergeant for patrol duties and day to day operations that Detective Sergeant may be involved in.

Essential Duties and Responsibilities

Investigates all crimes assigned; questions witnesses, victims, and suspects to determine factual material and provide evidence of leads.

Updates superiors regularly about the operation of their shift and requests additional instructions when problematic issues arise.

Be knowledgeable in federal, state, county, and city laws and ordinances.

Ability to command and earn the respect of subordinates in the department and possess command and leadership qualities

Ability to learn and maintain current knowledge of all laws and policing techniques

Participate in investigating criminal law violations occurring in the City of Antigo, obtaining evidence and compiling information regarding the crimes, preparing cases for filing of charges, testifying in court, and related activities.

Must be able to successfully interview and interrogate persons of all ages, socioeconomic levels, races, and sexes; and relate well to these individuals who may be witnesses, suspects, or victims.

Ability to organize high volumes of data and legal principles into accurate and understandable police reports

Required to handle routine calls

Be able to prepare a variety of reports and records including reports of investigation, interrogation, vehicle impoundment forms, and other required paperwork.

Be responsible for grant writing in the interest of the department, must seek state & federal grants to promote proactive involvement of the department in safety programs.

Maintains supervision of shift operations, directs patrols, maintains patrol standards, oversee reports and court documentation of subordinate officers.

Performs other duties as assigned by proper authority relating to Public Safety

Peripheral Duties

Required to perform all essential patrol duties

Will maintain department equipment, supplies, and facilities as needed

Will work with all other Sergeants and officers to maintain day to day scheduling conflicts and guarantee minimum staffing levels.

Desired Minimum Qualifications

Education and Experience:

- (A) High school diploma or equivalent, completion of the State Basic Training, and has continued to receive advanced training.
- (B) Minimum of three years work experience as a fully commissioned police officer or
- (C) An equivalent combination of education and experience.

Necessary Knowledge, Skills, and Abilities:

- (A) Considerable knowledge of modern law enforcement principles, procedures, techniques, and equipment; Considerable knowledge of applicable laws, ordinances, and department rules and regulations; Extensive knowledge of City's geography.
- (B) Skill in the operation of the tools and equipment listed below;
- (C) Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to establish and maintain effective working relationships with subordinates, peers, supervisors, and the general public; Ability to exercise sound judgment in evaluating situations

and in making decisions; Ability to meet the special requirements listed below.

Special Requirements

- (A) Must possess, or be able to obtain by the time of hire, a valid Wisconsin Driver's License without record of suspension or revocation in any state.
- (B) Ability to meet the Department's physical standards.
- (C) Basic Law Enforcement and be certified or certifiable by Wisconsin Law Enforcement Standards Board.

Tools and Equipment Used

Any tools or equipment available to the Antigo Police Department

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, or hear. The employee is occasionally required to stand, walk, run, use hands to finger, handle or operate objects, controls, or tools listed above, reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, taste and smell.

The employee must occasionally lift and/or move more than 100 pounds, and control combative individuals. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts, in high, precarious places, and with explosives. The employee is occasionally exposed to wet and/or humid conditions, fumes, airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

Selection is through the Chief of Police with the approval of the Police and Fire Commission. Determination of hire includes rating of education and experience; may include written test, oral interview, reference checks, psychological examination, and other job related tests.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Supervisor

Appointing Authority

Effective Date:

Revision History:
1st 05/06/2009

OLD VERSION

Position Description

Class Title: Afternoon (2nd) Shift Sergeant

Department: Police

Date: 05/06/2009

General Purpose

The afternoon shift Sergeant will be responsible for the general day to day supervision of 2nd shift within the Antigo Police Department. Work in this class requires regular public contact with a high degree of tact, judgment, and technical knowledge. Perform a variety of routine and complex public safety work in the performance of police investigations, patrol, traffic regulation, and related law enforcement activities.

Supervision Received

Works under the general supervision of the Chief of Police or Captain. May take direction from Detective Sergeant on serious criminal investigations and at crime scenes

Supervision Exercised

Exercise supervision over subordinate officers in the absence of higher ranking officers and exercises supervision over Detective Sergeant for patrol duties and day to day operations that Detective Sergeant may be involved in.

Essential Duties and Responsibilities

Investigates all crimes assigned; questions witnesses, victims, and suspects to determine factual material and provide evidence of leads.

Updates superiors regularly about the operation of their shift and requests additional instructions when problematic issues arise.

Be knowledgeable in federal, state, county, and city laws and ordinances.

Ability to command and earn the respect of subordinates in the department and possess command and leadership qualities

Ability to learn and maintain current knowledge of all laws and policing techniques

Participate in investigating criminal law violations occurring in the City of Antigo, obtaining evidence and compiling information regarding the crimes, preparing cases for filing of charges, testifying in court, and related activities.

Must be able to successfully interview and interrogate persons of all ages, socioeconomic levels, races, and sexes; and relate well to these individuals who may be witnesses, suspects, or victims.

Ability to organize high volumes of data and legal principles into accurate and understandable police reports

Required to handle routine calls

Be able to prepare a variety of reports and records including reports of investigation, interrogation, vehicle impoundment forms, and other required paperwork.

Works directly with community groups and citizens on community oriented policing objectives.

Be responsible for grant writing in the interest of the department, must seek state & federal grants to promote proactive involvement of the department in safety programs.

Maintains supervision of shift operations, directs patrols, maintains patrol standards, oversee reports and court documentation of subordinate officers.

Performs other duties as assigned by proper authority relating to Public Safety

Peripheral Duties

Required to perform all essential patrol duties

Will maintain department equipment, supplies, and facilities as needed

Will work with all other Sergeants and officers to maintain day to day scheduling conflicts and guarantee minimum staffing levels.

Desired Minimum Qualifications

Education and Experience:

- (A) High school diploma or equivalent, completion of the State Basic Training, and has continued to receive advanced training.
- (B) Minimum of three years work experience as a fully commissioned police officer or
- (C) An equivalent combination of education and experience.

Necessary Knowledge, Skills, and Abilities:

- (A) Considerable knowledge of modern law enforcement principles, procedures, techniques, and equipment; Considerable knowledge of applicable laws, ordinances, and department rules and regulations; Extensive knowledge of City's geography.
- (B) Skill in the operation of the tools and equipment listed below;
- (C) Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to establish and maintain effective

working relationships with subordinates, peers, supervisors, and the general public; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to meet the special requirements listed below.

Special Requirements

- (A) Must possess, or be able to obtain by the time of hire, a valid Wisconsin Driver's License without record of suspension or revocation in any state.
- (B) Ability to meet the Department's physical standards.
- (C) Basic Law Enforcement and be certified or certifiable by Wisconsin Law Enforcement Standards Board.

Tools and Equipment Used

Any tools or equipment available to the Antigo Police Department

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, or hear. The employee is occasionally required to stand, walk, run, use hands to finger, handle or operate objects, controls, or tools listed above, reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, taste and smell.

The employee must occasionally lift and/or move more than 100 pounds, and control combative individuals. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts, in high, precarious places, and with explosives. The employee is occasionally exposed to wet and/or humid conditions, fumes, airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

Selection is through the Chief of Police with the approval of the Police and Fire Commission. Determination of hire includes rating of education and experience; may

include written test, oral interview, reference checks, psychological examination, and other job related tests.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Supervisor

Appointing Authority

Effective Date:

Revision History:
1st 05/06/2009

OLD VERSION

Position Description

Class Title: Night (3rd) Shift Sergeant

Department: Police

Date: 05/06/2009

General Purpose

The night shift Sergeant will be responsible for the general day to day supervision of 3rd shift within the Antigo Police Department. Work in this class requires regular public contact with a high degree of tact, judgment, and technical knowledge. Perform a variety of routine and complex public safety work in the performance of police investigations, patrol, traffic regulation, and related law enforcement activities.

Supervision Received

Works under the general supervision of the Chief of Police or Captain. May take direction from Detective Sergeant on serious criminal investigations and at crime scenes

Supervision Exercised

Exercise supervision over subordinate officers in the absence of higher ranking officers and exercises supervision over Detective Sergeant for patrol duties and day to day operations that Detective Sergeant may be involved in.

Essential Duties and Responsibilities

Investigates all crimes assigned; questions witnesses, victims, and suspects to determine factual material and provide evidence of leads.

Updates superiors regularly about the operation of their shift and requests additional instructions when problematic issues arise.

Be knowledgeable in federal, state, county, and city laws and ordinances.

Ability to command and earn the respect of subordinates in the department and possess command and leadership qualities

Ability to learn and maintain current knowledge of all laws and policing techniques

Participate in investigating criminal law violations occurring in the City of Antigo, obtaining evidence and compiling information regarding the crimes, preparing cases for filing of charges, testifying in court, and related activities.

Must be able to successfully interview and interrogate persons of all ages, socioeconomic levels, races, and sexes; and relate well to these individuals who may be witnesses, suspects, or victims.

Ability to organize high volumes of data and legal principles into accurate and understandable police reports

Required to handle routine calls

Be able to prepare a variety of reports and records including reports of investigation, interrogation, vehicle impoundment forms, and other required paperwork.

Maintains supervision of shift operations, directs patrols, maintains patrol standards, oversee reports and court documentation of subordinate officers.

Performs other duties as assigned by proper authority relating to Public Safety

Peripheral Duties

Required to perform all essential patrol duties

Will maintain department equipment, supplies, and facilities as needed

Will work with all other Sergeants and officers to maintain day to day scheduling conflicts and guarantee minimum staffing levels.

Desired Minimum Qualifications

Education and Experience:

- (A) High school diploma or equivalent, completion of the State Basic Training, and has continued to receive advanced training.
- (B) Minimum of three years work experience as a fully commissioned police officer or
- (C) An equivalent combination of education and experience.

Necessary Knowledge, Skills, and Abilities:

- (A) Considerable knowledge of modern law enforcement principles, procedures, techniques, and equipment; Considerable knowledge of applicable laws, ordinances, and department rules and regulations; Extensive knowledge of City's geography.
- (B) Skill in the operation of the tools and equipment listed below;
- (C) Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to establish and maintain effective working relationships with subordinates, peers, supervisors, and the general public; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to meet the special requirements listed below.

Special Requirements

- (A) Must possess, or be able to obtain by the time of hire, a valid Wisconsin Driver's License without record of suspension or revocation in any state.
- (B) Ability to meet the Department's physical standards.
- (C) Basic Law Enforcement and be certified or certifiable by Wisconsin Law Enforcement Standards Board.

Tools and Equipment Used

Any tools or equipment available to the Antigo Police Department

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, or hear. The employee is occasionally required to stand, walk, run, use hands to finger, handle or operate objects, controls, or tools listed above, reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, taste and smell.

The employee must occasionally lift and/or move more than 100 pounds, and control combative individuals. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts, in high, precarious places, and with explosives. The employee is occasionally exposed to wet and/or humid conditions, fumes, airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

Selection is through the Chief of Police with the approval of the Police and Fire Commission. Determination of hire includes rating of education and experience; may include written test, oral interview, reference checks, psychological examination, and other job related tests.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Supervisor

Appointing Authority

Effective Date:

Revision History:
1st 05/06/2009

OLD VERSION

POSITION DESCRIPTION

Class Title: Sergeant	Union: LAW, Local 236
Department: Police	FLSA Status: Non-exempt
Location: Police Station	Position Status: Regular Full Time
Date: 04/05/17	

GENERAL PURPOSE

An employee in this position will be responsible for the general day-to-day supervision of their assigned shift within the police department. Work as a Sergeant requires regular public contact with a high degree of tact, judgment, and technical knowledge. In accordance with Local Ordinances, State Statutes, Federal Law, and established departmental and city policies, procedures, and guidelines, performs a wide variety of police and law enforcement activities that include an element of personal danger and exposure to adverse conditions. The employee must be able to act without direct supervision and to exercise independent judgment in meeting emergencies. Duties are primarily service oriented and include protection of life and property, dispensing information, arbitrating disputes, providing assistance through referrals, crime prevention and investigation, apprehending criminals, directing traffic, and other public safety services. Work is reviewed by inspection, observation of results, and through oral and written reports.

SUPERVISION RECEIVED

An employee in this position works under the general supervision the Police Captain or the Director of Public Safety/Police Chief. They will take direction from the Detective Sergeant on criminal investigations and at crime scenes.

SUPERVISION EXERCISED

An employee in this position exercises supervision over subordinates working under all current laws, ordinances, and the broad policy guidelines of the Police Captain and Director of Public Safety/Police Chief. This employee will also supervise the Detective Sergeant for patrol duties and day-to-day operations of the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Sergeant Duties

- Maintain supervision of shift operations.
- Directs patrols and maintains proper patrol standards.
- Oversees reports and court documentation of subordinate officers.
- Responsible for training and supervising subordinate personnel.
- Updates superiors regularly about the operation of their shift.
- Requests additional instructions and guidance when needed.
- Works directly with community groups and citizens on community oriented policing objectives.
- Collaborates with all other Sergeants and officers to maintain day to day operations.
- Performs annual performance evaluations on subordinates.
- Review schedule to maintain proper shift fill.
- Manage all worker compensation injuries by getting the employee emergency assistance if needed, getting a completed report of injury, completing the supervisor section, ensuring that the Captain or Chief along with human resources are aware of any injury.

General

- Maintain prompt, predictable and regular physical attendance.
- Maintain the ability to lawfully operate designated motor vehicles and equipment at all times that duties are performed.
- Maintain the ability to travel throughout and enter all different properties in the jurisdiction.

- Provide truthful/accurate written and verbal communications.
- Maintain the ability to competently and credibly testify in court.
- Maintain the ability to lawfully carry and use a firearm.
- Maintain, and actively promote, effective working relationships with coworkers and management.
- Works to assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.
- Interview and interrogate victims, witnesses, and suspects as appropriate.
- Maintain continuous preventative patrol throughout the city streets, parks, commercial and residential areas to preserve the peace and enforce the law.
- Maintain availability, as able, by radio or telephone for consultation on emergencies.
- Participate in investigating criminal law violations occurring in the City of Antigo:
 - Protect crime scenes
 - Perform surveillance
 - Conduct lawful searches of persons and property
 - Confiscate and secure all evidence and contraband seized according to law and policy
 - Compile information regarding the crimes
 - Conduct follow-up investigations
 - Question witnesses, victims, and suspects to determine factual material and provide evidence of leads
 - Prepare cases for filing of charges
- Apprehend violators and make proper arrests or summonses while enforcing state statutes and city ordinances.
- Initiate contact with both business operators and residents, maintaining open communications within the community.
- Maintain strict confidentiality in accordance with Wisconsin State Statutes and department policy, including but not limited to, personnel issues, contact and interaction with the public, and any other information heard, handled, or obtained within the scope of the position or through contact with County personnel.
- Attempt to resolve domestic disputes, disturbances and other incidents through counseling, referral or other peaceful means, settle disputes among neighbors, juveniles, or other groups, and resolve any and all complaints from citizens of the community.
- Maintain the peace and security of the community, respond to public disturbances, and maintain civil obedience at group functions.
- Enforce laws and ordinances within the city; make felony and misdemeanor arrests; and issue appearance notices, and traffic citations.
- Provide for the safe and convenient flow of traffic and pedestrians within the City, investigate traffic accidents, investigate reported or observed violations of law, enforce traffic violations, conduct driver intoxication investigations, and promote vehicular and pedestrian safety.
- Respond to emergency radio calls and investigates robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, and other necessary emergency calls. Takes appropriate law enforcement action.
- Testify in criminal and civil court proceedings and give depositions.
- Render miscellaneous police services such as providing information and/or assistance to the public; informing citizens of available services in the community, promoting crime prevention through community and educational programs, making presentations to the public and local organization concerning crime prevention and related police matters; locating and reporting fires and fire hazards, defective water or gas mains, sidewalk and highway defects, or obstructions and defective street lights; responding to abate a nuisance calls; and checking licenses and permits as necessary.

- Prepares a variety of reports and records including reports of investigation, field interrogation reports, alcohol reports, influence reports, breathalyzer check list, vehicle impoundment form, traffic hazard report, and other reports assigned to an officer in the course of their work.
- Maintains departmental equipment, supplies, and facilities.
- Maintains contact with the general public, court officials and other city officials in the performance of police operation activities.

PERIPHERAL DUTIES

- Participate in community events and organizations to give the department a familiar face within the community.
- Perform other related duties as assigned

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- (A) High school diploma or GED equivalent; and
- (B) Be certified by the Wisconsin Law Enforcement Standards Board; and
- (C) Continue to receive advanced training in a variety of law enforcement areas
- (D) Minimum of three years' work experience as a fully commissioned police officer or an equivalent combination of education and experience; and
- (E) Earn a two (2) year associates degree in Police Science from a Wisconsin Vocational, Technical, or adult education district or its accredited equivalent from another state; or
- (F) Earn 60 fully accredited college level credits.

Necessary Knowledge, Skills, and Abilities

- (A) Considerable knowledge of modern law enforcement principles, procedures, techniques, and equipment
- (B) Considerable knowledge of departmental rules, regulations, policies, and procedures.
- (C) Ability to work effectively under stressful conditions; handle sensitive and, at times, disturbing information and situations; and maintain composure under emergency situations.
- (D) Ability to exercise sound judgment and analyze situations quickly and objectively to determine the proper course of action within the established framework of policies and procedures.
- (E) Skill in operating a motor vehicle under adverse conditions.
- (F) Ability to organize high volumes of data and legal principles into accurate and understandable police reports.
- (G) Ability to communicate, understand, and effectively follow oral and written instructions.
- (H) Ability to communicate effectively with superiors, subordinates, and the general public, with the ability to exercise discretion.
- (I) Ability to establish and maintain effective working relationships with subordinates, peers, and supervisors.
- (J) Ability to care for and safely operate a variety of firearms and chemical agents.
- (K) Extensive knowledge of the city's geography.
- (L) Must have a working knowledge or ability and willingness to obtain a working knowledge of the following:
 - a. Windows operating systems and programs with an emphasis on Microsoft office; and
 - b. Ability to navigate web applications, and have an understanding of other emergent technologies and peripherals
 - c. Any other software available to the department
- (M) Skill in operating tools and equipment listed below.
- (N) Ability to meet the special requirements listed below.

Special Requirements

- (A) Must be of high moral character, and be self-controlled, hard-working, and have highly ethical habits; and free of any felony, serious misdemeanor, or domestic abuse conviction; and
- (B) Must be in good physical condition to perform the essential job functions of a law enforcement officer; and
- (C) Must possess a valid Wisconsin Diver License with a good driving record; and
- (D) Must be a United States citizen; and
- (E) Must be able to clearly speak, read, and write the English language; and

TOOLS AND EQUIPMENT USED

Motor vehicles, firearms, baton, handcuffs, chemical agents, Taser, keyboard, computer, radios, telephone, various software used within the department; and any other tools and equipment available for use within the department.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Employees must have acceptable sensory capabilities in hearing and olfactory senses. Hand-eye coordination is necessary to operate computers and various pieces of equipment.

Tasks involve the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven terrain, bending, stooping, working in confined spaces, frequently lifting or carrying moderately heavy (20 – 50 pounds) items and occasionally very heavy (100 pounds and over) items. Employees must climb ladders, jump fences, grapple with combative suspects, run for long distances, and move from extended sitting to quick activity.

While performing the duties of this job, the employee is frequently required to stand, walk sit, climb, balance, stoop, kneel, crouch, talk, hear, smell, use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The ability to coordinate eyes, hands, feet and limbs in performing skilled movements is necessary.

Work Environment

Work is required in adverse environmental conditions. The noise level in the work environment may vary from quiet to loud. The work is frequently outdoors and exposed to extreme weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives. They are occasionally exposed to explosives, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, vibration and wet and/or humid conditions.

Work is performed outdoor, indoor, in a patrol vehicle, on a bicycle, on foot or other various modes of transportation.

Universal precautions are used with all blood and bodily fluids

SELECTION GUIDELINES

Selection is through the Director of Public Safety/Police Chief with the approval of the Police and Fire Commission. Determination of hire includes rating of education and experience; may include a written test, oral interview, reference checks, psychological examination and other job related tests.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Draft - New description

Attachment: Sergeant - Draft (1472 : Update Police Department Sergeant job description)



To: Mayor and City Council
From: Amy Lynch, Human Resource Specialist
Date: April 19, 2017
Re: Update Fire Lieutenant Job Description

The Fire Lieutenant job description has not been updated since 1999. Since there have been so many advances and changes to the work flow for this position and we were updating the Firefighter/Paramedic (EMT) job description, the Chief and I felt it was a good time to make the changes necessary to this job description as well.

Chief Petroskey and I reviewed the old description and created the new description, more detailed description, that you have attached. It includes changes that have occurred in their duties and responsibilities, changes within the industry, and recommendations made from our labor attorney.

We are asking that you approve the new Fire Lieutenant job description.

If you have any questions, please contact me before the meeting and I would be happy to answer them.

Sincerely,

Amy Lynch

POSITION DESCRIPTION

Class Title: Lieutenant
Department: Antigo Fire
Division: All
Date: December 10, 1993

Job Code Number: N/A
Grade Number: N/A
Union: Yes

4/1/99

GENERAL PURPOSE

This is a responsible first-line supervisory and skilled firefighting/EMT position responsible for directing the activities of a fire company. Protects life and property by supervising and performing firefighting, rescue, emergency medical care, hazardous materials, and fire prevention duties. Maintains fire equipment, apparatus and facilities.

SUPERVISION RECEIVED

Works under the general supervision of the Deputy Fire Chief.

SUPERVISION EXERCISED

Exercises full supervisory responsibility over all subordinate department personnel including full-time firefighter/EMT's, paid-on-call (P.O.C.) firefighter/EMT's and other temporary or seasonal employees as assigned. May coordinate, instruct, or supervise the work of volunteer firefighters or other volunteer personnel, as assigned.

ESSENTIAL DUTIES

Performs and supervises firefighting activities including; driving fire apparatus, operating fire pumps and related equipment, laying fire hose, salvage/overhaul, and performing fire suppression. Attends training and administers training as assigned.

Performs and supervises Emergency Medical Service (EMS) activities including driving EMS apparatus, administration of EMS care and providing other assistance as required. Attends training and administers training as assigned.

Exercises supervision of all department policies/procedures, rules/regulations and standard operating guidelines (SOG's), to all subordinate personnel. Assists the department by recommending department disciplinary measures as assigned.

Participates in fire prevention activities including fire inspections, fire drills, pre-fire planning, street closings/openings, company fire inspections, hazardous materials, and public education programs. Presents fire prevention programs to the community on safety, medical, and fire prevention topics.

Receives and relays fire calls, EMS calls, and all other related alarms. Operates radio(s) and other related communication equipment.

Performs general building/vehicle maintenance work as assigned. Performs maintenance on department equipment and facilities including; clean/wash walls and floors, cares for grounds around station, makes minor repairs, washes fire hose, cleans/polishes fire department apparatus, and tests apparatus and equipment.

Assists in the development and delivery of emergency preparedness, hazardous communications, training programs, firefighting hazardous materials, and EMS activities.

Assists the department's fire investigation personnel to determine cause and origin of fires upon request.

PERIPHERAL DUTIES

Assists in department supervisory and administrative activities as assigned.

Assists in supervising volunteer firefighters as required. Assists in training new employees as assigned.

Performs duties of subordinate personnel as needed.

Attends staff meetings as assigned.

Performs minor repairs to departmental equipment.

QUALIFICATIONS

Education & Experience

- Associate DeGree in Fire Science preferred, but not required;
- High School Diploma or equivalent;
- Minimum five (5) years experience as a full-time paid firefighter;
- Certification in Wisconsin Fire Fighter I, with Fire Fighter II desirable;
- Certification in EMS to the level of current department personnel from the State of Wisconsin Division of Health;
- Must possess a valid Wisconsin Driver's License.
- Good oral and written communications skills and basic knowledge of supervisory skills utilized in planning, organization, staffing and controlling;
- Any combination of education and experience

Necessary Knowledge, Skills & Abilities

- Considerable knowledge of modern fire prevention, suppression, hazardous materials, and emergency medical principles, procedures, techniques and equipment;
- Considerable knowledge of building, electrical, mechanical and fire codes;
- Considerable knowledge of fire inspection techniques;

Skill in the operation of the tools and equipment listed below;

- Ability to train and supervise subordinate personnel in the duties of their position;
- Ability to apply standard firefighting, emergency medical care, hazardous materials, and fire prevention techniques;
- Ability to perform strenuous or peak physical effort during emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke.
- Ability to act effectively in emergency and stressful situations
- Ability to follow verbal and written instructions
- Ability to communicate effectively orally and in writing
- Ability to establish effective working relationships with employees, other agencies, and the general public
- Ability to meet special requirements listed below;

SPECIAL REQUIREMENTS

- Must possess, or able to obtain by time of appointment, a Valid State of Wisconsin Driver's License without record of suspension or revocation in any State;
- No convictions or disqualifying criminal histories within the past seven (7) years;
- Must be able to read and write the English language;
- Ability to meet the Department physical standards

TOOLS & EQUIPMENT

Must have a working knowledge and skills for operating the following equipment;

- Emergency Medical Service ambulances;
- Fire Apparatus & Fire Pumps;
- Standard firefighting/EMS equipment including; hoses, nozzles, ladders, Jaws of Life, generators, radios, emergency medical equipment and self-contained-breathing-apparatus (SCBA's)

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move in excess of 100 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential job functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application; review of education and experience; written examination (optional), assessment center process (optional), oral examination by Police & Fire Commission or its designee, oral interview by appointing authority.

Appointee will be subject to completion of a one (1) year probationary period.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Supervisor Signature

Employee Signature

Effective Date: **December 10, 1993**

Revision History: **January 1, 1999**

POSITION DESCRIPTION

Class Title: Lieutenant
 Department: Fire
 Location: Fire Station
 Date: 04/10/17

Union: IAFF, Local 1000
 FLSA Status: Non-exempt
 Position Status: Regular Full Time

GENERAL PURPOSE

An employee in this position will be the first-line supervising officer providing management and direction. Work as a Lieutenant requires regular public contact with a high degree of tact, judgment, and technical knowledge. Command assignments involve responsibility for maintaining discipline, and instructing subordinates in the proper maintenance of apparatus and equipment, and at the fire, for effectively directing operations until relieved of command by a superior officer. Work also involves direction of, and participation in, training classes and drills as directed by the Fire Chief. Employees in this position provide fire protection and emergency medical services through direct supervision for the preservation of life and property. This is accomplished by responding to emergency calls, providing basic and advanced-level emergency medical services, hazardous materials responses, participating in firefighting and rescue activities, providing public education, engaging in fire prevention duties. Other duties include maintaining the fire station, Hazmat operations, performing inspections of commercial/residential properties, conducting tours, inspecting and repairing equipment, and performing related duties as assigned. The Chief or Director of Public Safety review work through inspection of condition of apparatus and quarters, checks on reports, records, and evaluation of discipline among subordinate firefighting /paramedic (EMT) personnel.

SUPERVISION RECEIVED

An employee in this position works under the general supervision of the Fire Chief, and under the broad policy guidance of the Director of Public Safety.

SUPERVISION EXERCISED

An employee in this position exercises supervision over subordinate department personnel including full-time firefighters/paramedics (EMT), paid-on-call emergency medical technicians, and volunteer personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Lieutenant Duties

- Maintains supervision of shift operations.
- Responsible for motivating, supervising, training, and evaluating subordinate level employees.
- Responsible for the prompt and safe arrival of apparatuses.
- Participates in identifying opportunities for improving fire suppression methods and procedures, firefighting hazardous materials, emergency preparedness, hazardous communications, and EMS training programs; identifies resource needs, reviews with appropriate management staff and implements improvements.
- Updates Fire Chief regularly about the operation of their shift.
- Works directly with community groups and citizens on community oriented fire and EMS objectives.
- Assigns work activities and projects as needed assuring there is adequate staffing while maintaining all safety measures.
- Supervises the cleaning and maintenance of equipment and quarters, inspects personnel and maintains discipline, instructs and drills personnel in firefighting and EMS methods, techniques and related subjects, transmits orders and information as directed by the Fire Chief and Director of Public Safety.
- Assists in conducting fire investigations into fire causes in cooperation with police and other fire personnel.

- Exercises supervision of all department policies and procedures, rules and regulations, and standard operating guidelines (SOG's), to all subordinate personnel.
- Assists with planning and conducting fire safety programs for schools, churches, civic organizations and other community groups.
- Manage and review daily records and Incident Reports.
- Manage all worker compensation injuries by getting the employee emergency assistance if needed, getting a completed report of injury, completing the supervisor section, ensuring that the Chief along with human resources are aware of any injury.

General

- Maintain prompt, predictable and regular physical attendance.
- Maintain the ability to lawfully operate designated motor vehicles and equipment at all times that duties are performed.
- Maintain the ability to travel throughout and enter all locations of the City of Antigo Fire Department service area.
- Provide truthful and accurate written and verbal communications.
- Maintain the ability to competently and credibly testify in court.
- Maintain, and actively promote, effective working relationships with coworkers and management.
- Write reports in a thorough and legible manner and complete all related paperwork relative to tasks assigned.
- Maintain availability, as able, by radio or telephone for response to emergencies, transfers, and fires.
- Initiate contact with both business operators and residents, maintaining open communications within the community.
- Maintain strict confidentiality in accordance with Wisconsin State Statutes, HIPPA, and department policy, including but not limited to, names of those encountered within the scope of emergency medical services and any protected health information, personnel issues, contact and interaction with the public, and any other information heard, handled, or obtained within the scope of the position.
- Attend classes, training, and drills in firefighting, emergency medical services, hazardous materials, and any other related courses or training requested or ordered by the Fire Chief to maintain and enhance techniques and responses.
- Deliver public education programs, tours, lectures and other programs to aid in the development of public fire safety - i.e. latch key program, kids' safety day, health and career fairs, etc.
- Perform search and rescue operations to locate and remove individuals and victims from fire and emergency situations.
- Assist in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, firefighting, hazardous materials, and emergency medical activities.
- Perform general maintenance work in the upkeep of the city facilities and equipment; clean and wash walls and floors; care for grounds around city facilities, make minor repairs; wash hoses.
- Wash, clean, polish, maintains, and test apparatus and equipment.
- Ensure equipment and vehicles are restocked and ready for the next emergency.

Firefighting

- Perform firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, and performing fire suppression tasks and clean up.
- Participate in fire drills.
- Receive and relay fire calls and alarms.
- Operate radio and other communication equipment.

- Perform a variety of technical and manual labor duties required to locate, control, and extinguish fires including:
 - Connections to fire hydrants
 - Connecting hoses and nozzles
 - Laying supply and attack lines
 - Using visual, sensory, technical, and judgmental criteria to locate fire sources
 - Use fire streams
 - Carrying, positioning, raising, and climbing ground and aerial ladders
 - Using a variety of hand held and powered equipment necessary to locate, control, and extinguish fires
- Perform a variety of technical and manual labor tasks to ventilate structures involved in fire, smoke, and odor calls including placing of fans and/or hose streams; mechanically opening roofs, floors, walls, doors, windows, and vents.
- Perform forcible entry operations to gain access into structures using a variety of tools.
- Perform salvage operations to prevent undue damage to property not involved in fire and/or emergency situations including the placement of salvage covers, removing of personal property, removing water, smoke and heat from structures, and common sense handling of others property.
- Maintain fire equipment, apparatus, and facilities.
- Perform repairs to departmental equipment as needed and if knowledgeable in the repair.
- Participate in the inspection of buildings, hydrants, and other structures in fire prevention programs to ensure compliance with local and state codes, and nationally recognized good practices and standards.
- Become familiar with structures, to inform owners and occupants of the benefits of sound fire prevention practices.
- Complete fire inspection reports in thorough and legible manner and in an appropriate time frame.

Emergency Medical Response

- Respond to emergency medical incidents.
- May serve as driver of the ambulance.
- Analyze patient needs and administer advanced emergency medical assistance.
- Perform a variety of technical and manual labor tasks to provide basic and advanced medical care and transport to patients in emergency and non-emergency medical situations.
- Perform examination of patients to determine primary and secondary medical problems by using questioning, physical examination, and use of diagnostic equipment.
- Administer medications and medical interventions according to established protocols.
- Prepare and package patients for transport and provide lifting, carrying, and moving of patients from a variety of areas to the ambulance.
- Perform tasks to effectively remove trapped persons from vehicles, structures, cave-ins or other confined spaces using a variety of tools, equipment, and knowledge.
- Perform tasks to rescue persons from water or ice/water situations.
- Strive to promote the department in new trends.

Hazardous Material

- Perform a variety of technical and manual labor task to identify, control, and mitigate releases of hazardous material.
- Perform tasks to decontaminate victims and responders exposed to hazardous materials.

- May perform entry into hazardous materials environment wearing appropriate chemical protective equipment and perform manual tasks such as operate detection instruments, work with hand tools, power tools, and equipment.

PERIPHERAL DUTIES

- Participate in community events and organizations to give the department a familiar face within the community; especially in events sponsored by the department.
- Perform other related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- (A) High school diploma or GED equivalent; and
- (B) Wisconsin State Firefighter I Certification; and
- (C) Wisconsin State Firefighter II Certification; and
- (D) Completion of CVMIC(s) Certificate in Supervision within two (2) years of appointment; and
- (E) Continue to receive advanced training in a variety of fire suppression, rescue, hazardous materials, and emergency medical services coursework to pursue an Associates Degree.

Education and Experience preferred

- (A) Wisconsin State Driver Operator Pumper; and
- (B) Wisconsin State Driver Operator Aerial; and
- (C) Wisconsin State Fire Inspector
- (D) Wisconsin Emergency Medical Technician Paramedic Certification and/or Critical Care Paramedic

Necessary Knowledge, Skills, and Abilities

- (A) Considerable knowledge of all firefighting and emergency techniques and procedures in accordance with the ability to become proficient with established policies and guidelines.
- (B) Proficient of the uses, maintenance requirements, and location of all emergency equipment, tools, and apparatus used by the department.
- (C) Considerable knowledge of the behavioral characteristics of fire as it relates to flammable liquids, chemicals, gases combustible materials, hazardous material, and electricity.
- (D) Considerable knowledge of building construction, fire and building codes, and the ability to apply this knowledge to specific fire and emergency situations and related activities.
- (E) Ability to work effectively under stressful conditions; handle sensitive and, at times, disturbing information and situations; and maintain composure under emergency situations.
- (F) Ability to exercise sound judgment and analyze situations quickly and objectively to determine the proper course of action within the established framework of policies and procedures.
- (G) Ability to perform strenuous or peak physical effort during emergency, training, or station maintenance activities for prolonged periods of time under condition of extreme heights, intense heat, cold, or smoke.
- (H) Skill in operating a motor vehicle under adverse conditions in a safe responsible manner while adhering to the laws of Wisconsin that pertain to emergency vehicle operation.
- (I) Ability to communicate, understand, and effectively follow oral and written instructions.
- (J) Ability to establish and maintain effective working relationships and communication with subordinates, peers, supervisors, other agencies, and the general public with the ability to exercise discretion.
- (K) Extensive knowledge of the geography of the fire/EMS service area.
- (L) Must have a working knowledge or ability and willingness to obtain a working knowledge of the following:
 - a. Windows operating systems and programs with an emphasis on Microsoft office; and
 - b. Ability to navigate web applications, and have an understanding of other emergent technologies and peripherals; and

- c. Other software available to the department
- (M) Skill in operating tools and equipment listed below.
- (N) Ability to meet the special requirements listed below.

Special Requirements

- (A) Must be of high moral character and be self-controlled, hard-working, and have highly ethical habits;
- (B) Must be in good physical condition to perform the essential job functions of a firefighter/paramedic (EMT); and
- (C) Must possess a valid Wisconsin Diver License with a good driving record; and
- (D) Must be a United States citizen; and
- (E) Must be able to clearly speak, read, and write the English language; and

TOOLS AND EQUIPMENT USED

Motor vehicles, including fire/EMS apparatus, fire pumps, hoses, other standard firefighting equipment, ladders, first aid equipment, ventilators, defibrillators, IV pumps, emergency medical equipment, long boards, cots, keyboard, computer, iPad, radios, telephone, various software used within the department; and any other tools and equipment available for use within the department.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Employees must have acceptable sensory capabilities in hearing and olfactory senses. Hand-eye coordination is necessary to operate computers and various pieces of equipment.

Tasks involve the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven terrain, bending, stooping, climbing ladders, kneeling, crouching, working in confined spaces, lifting or carrying moderately heavy (25 - 50 pounds) items and occasionally very heavy (100 pounds and over) items or persons, and control combative individuals.

While performing the duties of this job, the employee is frequently required to stand, walk sit, climb, balance, stoop, kneel, crouch, talk, hear, smell, use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The ability to coordinate eyes, hands, feet and limbs in performing skilled movements is necessary.

Work Environment

Work is required in adverse environmental conditions. The noise level in the work environment may vary from quiet to loud. The work is frequently outdoors and exposed to extreme weather conditions. The employee occasionally works near moving mechanical parts; and in high, precarious places. They are occasionally exposed to explosions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, vibration and wet and/or humid conditions.

Work is performed outdoor, indoor, in an ambulance or other moving vehicle.

Universal precautions are used with all blood and bodily fluids

SELECTION GUIDELINES

Formal application; review of education and experience; interview; reference check; background check; psychological examination; appropriate Police and Fire Commission testing including written and physical agility tests; and other job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Draft - New description

Attachment: Lieutenant - Draft (1491 : Update Fire Lieutenant job description)



To: Mayor and City Council
From: Amy Lynch, Human Resource Specialist
Date: April 19, 2017
Re: Update Fire Department Firefighter/Paramedic (EMT) Job Description

The job description for a Firefighter/Paramedic (EMT) has not been updated for close to 15 years. As we are looking at hiring two new employees, it is a good time to review and make changes to the existing job description so that we are hiring using the most up-to-date information.

Chief Petroskey and I reviewed the old description and updated and created a more detailed description of the duties and responsibilities for the Firefighter/Paramedic (EMT). We also made some changes recommended by our labor attorney.

Attached is the former job description along a copy of the new job description.

We are asking you to approve the new Firefighter/Paramedic (EMT) job description.

If you have any questions, please do not hesitate to contact me before the meeting.

Sincerely,

Amy Lynch

**CITY OF ANTIGO, WISCONSIN
JOB DESCRIPTION**

JOB TITLE: Firefighter/EMT

JOB CODE NUMBER: N/A

DEPARTMENT: Antigo Fire Department

GRADE NUMBER: N/A

DIVISION: All

UNION: Yes

DATE: March 11, 2004

JOB SUMMARY:

Protects life and property by performing fire fighting, emergency medical care, rescue, hazardous materials, and fire prevention duties. Maintains fire equipment, apparatus, and facilities.

SUPERVISION RECEIVED:

Works under the general supervision of a Fire Lieutenant, Deputy Chief, and/or Fire Chief.

SUPERVISION EXERCISED:

May assist to coordinate, instruct, or supervise the work of paid-on-call firefighters, new recruits, or other part-time department personnel, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Performs firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, and performing fire suppression tasks.

Performs emergency medical activities including administering emergency medical care and providing other assistance as required.

Participated in fire drills, attends classes in firefighting, emergency medical, hazardous materials, and related subjects.

Receives and relays fire calls and alarms. Operates radio and other communication equipment.

Participates in the inspection of buildings, hydrants, and other structures in fire prevention programs.

Maintains fire equipment, apparatus, and facilities. Performs minor repairs to departmental equipment.

Performs general maintenance work in the upkeep of fire facilities and equipment; cleans and washes walls and floors; cares for grounds around station; makes minor repairs; washes, hangs and dries hose; washes, cleans, polishes, maintains and tests apparatus and equipment.

Assists in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, firefighting, hazardous materials, and emergency medical activities.

Writes reports and completes all related paperwork relative to tasks assigned.

Presents programs to the community on safety, medical, and fire prevention topics.

Performs salvage operations such as throwing salvage covers, sweeping water, and removing debris.

Performs other duties as assigned by supervisors.

PERIPHERAL DUTIES:

Assists in department supervisory and administrative activities as assigned.

Assists in supervision volunteer firefighters as required. Assists in training new employees as assigned.

Participated in department sponsored community events, programs, etc.

DESIRED MINIMUM QUALIFICATIONS:

Entry Level:

Education and Experience:

- (A) High school diploma or GED equivalent
- (B) Associate Degree in Fire Science preferred
- (C) Wisconsin State Firefighter I Certification
- (D) Valid Wisconsin Drivers License
- (E) Wisconsin Emergency Medical Technician (EMT-IV Tech) Certification
- (F) Hazardous Material Technician Certification

Necessary Knowledge, Skills, and Abilities:

- (A) Working knowledge of driver safety; working knowledge of emergency medical care:
- (B) Ability to learn the operation of fire suppression and other emergency equipment; Ability to learn to apply standard firefighting, emergency medical care, hazardous materials, and fire prevention techniques; Ability to perform strenuous or peak physical effort during emergency, training or station maintenance activities for prolonged periods of time under condition of extreme heights, intense heat, cold, or smoke; Ability to act effectively in emergency and stressful situation; Ability to follow verbal and written instruction; Ability to communicate effectively orally and in writing; Ability to establish effective working relationships with employees, other agencies, and the general public; Ability to meet the special requirements listed below.

SPECIAL REQUIREMENTS;

Entry Level:

- (A) Must be 21 years or older at the time of employment;
- (B) Must possess, or be able to obtain by time of hire a valid State driver's license without record suspension or revocation in any State;
- (C) No felony convictions or disqualifying criminal histories within the past seven years;
- (D) U.S. citizen;
- (E) Must be able to read and write the English language;
- (F) Must be of good moral character and of temperate, and industrious habits;
- (G) Possess a current EMT certificate at time of appointment.

SELECTION GUIDELINES:

Entry Level:

Formal application; written examination; physical agility test; oral examination; medical examination; background verification and check; final selection.

TOOLS AND EQUIPMENT USED:

Emergency medical aid unit, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, knowledge of computers and fire department software programs, phone.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl, talk or hear, and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk or electrical shock, and vibration.

The noise level in the work environment is usually moderate, except during certain firefighting or EMT activities when noise levels may be loud.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employees and is subject to change by the employer as the needs of the employer and requirements of the job change.

Supervisor Signature

Employee Signature

Effective Date:

Revision History:

POSITION DESCRIPTION

Class Title: Firefighter/Paramedic (EMT)	Union: IAFF, Local 1000
Department: Fire	FLSA Status: Non-exempt
Location: Fire Station	Position Status: Regular Full Time
Date: 04/10/17	

GENERAL PURPOSE

Employees in this position provide fire protection and emergency medical services for the preservation of life and property. This is accomplished by responding to emergency calls, providing basic and advanced-level emergency medical services, hazardous materials responses, participating in firefighting and rescue activities, providing public education, engaging in fire prevention duties. Other duties include maintaining the fire station, Hazmat operations, performing inspections of commercial/residential properties, conducting tours, inspecting and repairing equipment, and performing related duties as assigned. Supervisors review work through inspection, observation of results, and through oral and written reports.

SUPERVISION RECEIVED

An employee in this position works under the general supervision of a Fire Lieutenant or his or her designee and the Fire Chief, and under the broad policy guidance of the Director of Public Safety.

SUPERVISION EXERCISED

May assist to coordinate, instruct, or supervise the work of paid-on-call emergency medical technicians, new recruits and/or other fire personnel, and ride-along students as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

General

- Maintain prompt, predictable and regular physical attendance.
- Maintain the ability to lawfully operate designated motor vehicles and equipment at all times that duties are performed.
- Maintain the ability to travel throughout and enter all locations of the City of Antigo Fire Department service area.
- Provide truthful and accurate written and verbal communications.
- Maintain the ability to competently and credibly testify in court.
- Maintain, and actively promote, effective working relationships with coworkers and management.
- Write reports in a thorough and legible manner and complete all related paperwork relative to tasks assigned.
- Maintain availability, as able, by radio or telephone for response to emergencies, transfers, and fires.
- Initiate contact with both business operators and residents, maintaining open communications within the community.
- Maintain strict confidentiality in accordance with Wisconsin State Statutes, HIPPA, and department policy, including but not limited to, names of those encountered within the scope of emergency medical services and any protected health information, personnel issues, contact and interaction with the public, and any other information heard, handled, or obtained within the scope of the position.
- Attend classes, training, and drills in firefighting, emergency medical services, hazardous materials, and any other related courses or training requested or ordered by the Fire Chief to maintain and enhance techniques and responses.
- Deliver public education programs, tours, lectures and other programs to aid in the development of public fire safety - i.e. latch key program, kids' safety day, health and career fairs, etc.

- Perform search and rescue operations to locate and remove individuals and victims from fire and emergency situations.
- Assist in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, firefighting, hazardous materials, and emergency medical activities.
- Perform general maintenance work in the upkeep of the city facilities and equipment; clean and wash walls and floors; care for grounds around city facilities, make minor repairs; wash hoses.
- Wash, clean, polish, maintains, and test apparatus and equipment.
- Ensure equipment and vehicles are restocked and ready for the next emergency.

Firefighting

- Perform firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, and performing fire suppression tasks and clean up.
- Participate in fire drills.
- Receive and relay fire calls and alarms.
- Operate radio and other communication equipment.
- Perform a variety of technical and manual labor duties required to locate, control, and extinguish fires including:
 - Connections to fire hydrants
 - Connecting hoses and nozzles
 - Laying supply and attack lines
 - Using visual, sensory, technical, and judgmental criteria to locate fire sources
 - Use fire streams
 - Carrying, positioning, raising, and climbing ground and aerial ladders
 - Using a variety of hand held and powered equipment necessary to locate, control, and extinguish fires
- Perform a variety of technical and manual labor tasks to ventilate structures involved in fire, smoke, and odor calls including placing of fans and/or hose streams; mechanically opening roofs, floors, walls, doors, windows, and vents.
- Perform forcible entry operations to gain access into structures using a variety of tools.
- Perform salvage operations to prevent undue damage to property not involved in fire and/or emergency situations including the placement of salvage covers, removing of personal property, removing water, smoke and heat from structures, and common sense handling of others property.
- Maintain fire equipment, apparatus, and facilities.
- Perform repairs to departmental equipment as needed and if knowledgeable in the repair.
- Participate in the inspection of buildings, hydrants, and other structures in fire prevention programs to ensure compliance with local and state codes, and nationally recognized good practices and standards.
- Become familiar with structures, to inform owners and occupants of the benefits of sound fire prevention practices.
- Complete fire inspection reports in thorough and legible manner and in an appropriate time frame.

Emergency Medical Response

- Respond to emergency medical incidents.
- May serve as driver of the ambulance.
- Analyze patient needs and administer advanced emergency medical assistance.
- Perform a variety of technical and manual labor tasks to provide basic and advanced medical care and transport to patients in emergency and non-emergency medical situations.

- Perform examination of patients to determine primary and secondary medical problems by using questioning, physical examination, and use of diagnostic equipment.
- Administer medications and medical interventions according to established protocols.
- Prepare and package patients for transport and provide lifting, carrying, and moving of patients from a variety of areas to the ambulance.
- Perform tasks to effectively remove trapped persons from vehicles, structures, cave-ins or other confined spaces using a variety of tools, equipment, and knowledge.
- Perform tasks to rescue persons from water or ice/water situations.
- Strive to promote the department in new trends.

Hazardous Material

- Perform a variety of technical and manual labor task to identify, control, and mitigate releases of hazardous material.
- Perform tasks to decontaminate victims and responders exposed to hazardous materials.
- May perform entry into hazardous materials environment wearing appropriate chemical protective equipment and perform manual tasks such as operate detection instruments, work with hand tools, power tools, and equipment.

PERIPHERAL DUTIES

- Participate in community events and organizations to give the department a familiar face within the community; especially in events sponsored by the department.
- Perform other related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- (A) High school diploma or GED equivalent; and
- (B) Wisconsin State Firefighter I Certification; and
- (C) Wisconsin Emergency Medical Technician Paramedic Certification

Education and Experience preferred

- (A) Associate Degree in Fire Science; and
- (B) Wisconsin State Driver Operator Pumper; and
- (C) Wisconsin State Driver Operator Aerial; and
- (D) Wisconsin State Firefighter II Certification; and
- (E) Wisconsin State Fire Inspector

Necessary Knowledge, Skills, and Abilities

- (A) Working knowledge of all firefighting and emergency techniques and procedures in accordance with the ability to become proficient with established policies and guidelines.
- (B) Working knowledge with the ability to become proficient of the uses, maintenance requirements, and location of all emergency equipment, tools, and apparatus used by the department.
- (C) Working knowledge of the behavioral characteristics of fire as it relates to flammable liquids, chemicals, gases combustible materials, hazardous material, and electricity.
- (D) Working knowledge of building construction, fire and building codes, and the ability to apply this knowledge to specific fire and emergency situations and related activities.
- (E) Ability to work effectively under stressful conditions; handle sensitive and, at times, disturbing information and situations; and maintain composure under emergency situations.

- (F) Ability to exercise sound judgment and analyze situations quickly and objectively to determine the proper course of action within the established framework of policies and procedures.
- (G) Ability to perform strenuous or peak physical effort during emergency, training, or station maintenance activities for prolonged periods of time under condition of extreme heights, intense heat, cold, or smoke.
- (H) Skill in operating a motor vehicle under adverse conditions in a safe responsible manner while adhering to the laws of Wisconsin that pertain to emergency vehicle operation.
- (I) Ability to communicate, understand, and effectively follow oral and written instructions.
- (J) Ability to establish and maintain effective working relationships and communication with subordinates, peers, supervisors, other agencies, and the general public with the ability to exercise discretion.
- (K) Ability to learn the geography of the fire/EMS service area.
- (L) Must have a working knowledge or ability and willingness to obtain a working knowledge of the following:
 - a. Windows operating systems and programs with an emphasis on Microsoft office; and
 - b. Ability to navigate web applications, and have an understanding of other emergent technologies and peripherals; and
 - c. Other software available to the department
- (M) Skill in operating tools and equipment listed below.
- (N) Ability to meet the special requirements listed below.

Special Requirements

- (A) Must be of high moral character and be self-controlled, hard-working, and have highly ethical habits;
- (B) Must be in good physical condition to perform the essential job functions of a firefighter/paramedic (EMT); and
- (C) Must possess, or be able to obtain by the time of hire, a valid Wisconsin Diver License with a good driving record; and
- (D) Must be a United States citizen; and
- (E) Must be at least 18 years old; and
- (F) Must be able to clearly speak, read, and write the English language; and
- (G) Must pass a drug screening.

TOOLS AND EQUIPMENT USED

Motor vehicles, including fire/EMS apparatus, fire pumps, hoses, other standard firefighting equipment, ladders, first aid equipment, ventilators, defibrillators, IV pumps, emergency medical equipment, long boards, cots, keyboard, computer, iPad, radios, telephone, various software used within the department; and any other tools and equipment available for use within the department.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Employees must have acceptable sensory capabilities in hearing and olfactory senses. Hand-eye coordination is necessary to operate computers and various pieces of equipment.

Tasks involve the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven terrain, bending, stooping, climbing ladders, kneeling, crouching, working in confined spaces, lifting or carrying moderately heavy (25 - 50 pounds) items and occasionally very heavy (100 pounds and over) items or persons, and control combative individuals.

While performing the duties of this job, the employee is frequently required to stand, walk sit, climb, balance, stoop, kneel, crouch, talk, hear, smell, use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The ability to coordinate eyes, hands, feet and limbs in performing skilled movements is necessary.

Work Environment

Work is required in adverse environmental conditions. The noise level in the work environment may vary from quiet to loud. The work is frequently outdoors and exposed to extreme weather conditions. The employee occasionally works near moving mechanical parts; and in high, precarious places. They are occasionally exposed to explosions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, vibration and wet and/or humid conditions.

Work is performed outdoor, indoor, in an ambulance or other moving vehicle.

Universal precautions are used with all blood and bodily fluids

SELECTION GUIDELINES

Formal application; review of education and experience; interview; reference check; background check; psychological examination; appropriate Police and Fire Commission testing including written and physical agility tests; drug screen test; and other job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



To: Mayor and City Council
From: Amy Lynch, Human Resource Specialist
Date: April 19, 2017
Re: Update DPW Office Administration Clerical Assistant position job description

The Administration Clerical Assistant position, housed in the Public Works offices, was last updated in 2008. There have been many changes since that time. There have been staffing changing throughout those offices along with changes to the job duties to this position. Some job duties have been eliminated while others have been added.

Mark Desotell, Director of Administrative Services and I have collaborated on making necessary changes to this job description. Job duties suggested by our labor attorney were added as with all other positions.

We are asking you to approve the new Administration Clerical Assistant job description for the position located within the Public Works Department.

If you have any questions before the meeting, please feel free to contact me.

Sincerely,

Amy Lynch

POSITION DESCRIPTION

Position Title: Administration Clerical Assistant
 Department: Administration/Mayor
 Union: Local 391
 Date: August 1, 2008

General Purpose

Performs a variety of clerical tasks and secretarial work in keeping official and/or confidential records. Provides direct support to the Director of Administrative Services (DOAS) and the Mayor. Maintains the City of Antigo employee safety program for all departments in coordination with the direction of the various department heads.

Supervision Received

Works under the direct supervision of the DOAS and/or the Mayor according to an established work routine.

Supervision Exercised

None

Essential Duties and Responsibilities

Performs clerical work in answering phones, receiving the public, providing customer assistance, data processing, paper filing, writing letters, and light bookkeeping.

Answers in-coming calls to City Hall and routes callers or provides information as required.

Communicate official plans, policies, and procedures to the staff and the public.

Greets the public in a courteous and friendly manner on the phone and in person while answering questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons or department.

Schedules appointments, coordinates travel plans and help to remind DOAS and Mayor of required materials for each appointment and/or meeting.

Assists with clerical work including but not limited to Parks/Recreation/Cemetery Supervisor, Land Surveyor/Civil Technologist, CT Supervisor and the Inspector/Assessor.

Assist the Parks/Recreation/Cemetery Supervisor with implementing the summer programming including but not limited to answering questions regarding programs offered, assisting with the sign-up, and other duties as assigned by the Parks/Recreation/Cemetery Supervisor.

Assists the Land Surveyor/Civil Technologist with tracking recycling program and grant information.

Assists the Communications & Technology Supervisor with updates to the website with information as provided by the CT Supervisor.

Assists the Parks/Recreation/Cemetery Supervisor with maintenance of cemetery records. Maintain and record delinquent sidewalk information as required.

Coordinates, maintains, and oversees the implementation of the employee safety program under the guidance of CVMIC and the individual department supervisors. Maintains all City Safety Policies and Records in accordance with State requirements, and in an organized format centralized location.

Maintains all individual employee training records, and schedules required training as needed. Reviews the Employee Safety Policies with all new employees to ensure understanding and track training as necessary.

Assists the DOAS in the event of an inspection by the Wisconsin Department of Safety and Professional Services. Responsible for assisting the DOAS or departments in correcting any noncompliance areas or issues in timely manner.

Coordinates with CVMIC for the distribution of educational materials and inspecting facilities, and communicating CVMIC(s) recommendations for corrections or additional precautions to necessary Department heads and the DOAS to ensure compliance to established regulations.

Maintain familiarity with the variety of concepts, practices, and procedures in the field of Safety and the municipal organization including OSHA and the Department of Safety and Professional Service municipal departmental safety regulations and administrations requirements.

Works independently to complete all necessary tasks assigned.

Maintain the strictest confidentiality in accordance with the Department policy regarding information heard, handled, or obtained within the scope of the job.

Assist with recording and tracking fixed assets and some correspondence for the Clerk/Treasurer.

Coordinates the paper filing system along with becoming proficient in the electronic storing system for both the Mayor and DOAS.

Maintains and purchases offices supplies as needed with discussion through the DOAS before any purchasing to determine that budget guidelines are being met.

Operate listed office machines as required.

Types and edits a variety of correspondence, reports, memoranda, and other material requiring accuracy and completeness.

Inputs data to standard office and department forms; codes accounts payable invoices as approved by supervisor; compiles data for various reports; scans information into software.

Serves as a notary public.

Types Council and committee minutes for filing in the Clerk's office.

Prepares agendas, meeting notices, minutes, and referrals.

Takes minutes at meetings as requested.

Peripheral Duties

Studies and standardizes procedures to improve efficiency and effectiveness of operations.

Assists in entering and preparing all DPW and Park/Recreation/Cemetery payroll as a back-up to the DPW Street Dept Secretary and Park/Recreation/Cemetery Supervisor.

Prepare a variety of studies or reports for decision-making purposes.

Provide interagency and intergovernmental administrative support as directed.

Attend seminars and workshops related to duties and responsibilities.

Desired Minimum Qualifications

Education and Experience:

- A. Graduation from high school or GED equivalent with additional technical school or college credits preferred; and
- B. Knowledge of and demonstrated skills in general office practices and in areas such as Microsoft Word processing, Excel spreadsheet programs, databases, typing, filing, and similar; and
- C. Knowledge of and demonstrated skills in basic accounting, bookkeeping, receipting or strong mathematical skills; and
- D. Proficient in composition with strong writing skills

Necessary Knowledge, Skills and Abilities

- A. Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices.
- B. Skill in operation of listed tools and equipment.
- C. Ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations and work with frequent interruptions.

Tools and Equipment Used

Multi-line phone; personal computer with experience using Microsoft Office software; copy machine; postage machine; fax machine; scanner; calculator.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

Selection Guidelines

Formal application, rating of experience and education; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
(Supervisor)

Approval: _____
(Employee)

Revision Date: April 12, 2012

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POSITION DESCRIPTION

Class Title: Administration Clerical Assistant	FLSA Status: Non-exempt (hourly)
Department: Administration	Position Status: Regular Full Time
Location: City Hall	
Date: 03/24/2017	

GENERAL PURPOSE

The main role of this position is to provide assistance to the public either in person, through correspondence, or via phone calls. An employee in this position also performs a variety of clerical duties related to or for Administration including department heads within the Public Works area (Parks/Recreation/Cemetery (PRC) Director, Building Inspector/Zoning Administrator, Land Surveyor/Project Manager, and the Communications & Technology Supervisor).

SUPERVISION RECEIVED

Works under the direction of the Director of Administrative Services (DOAS) with frequent interaction from the department heads within the Public Works area plus the occasional requests from the Mayor.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

General

- Maintain prompt, predictable, and regular physical attendance working assigned hours.
- Maintain the ability to lawfully operate designated motor vehicles at all times duties are performed.
- Maintain the ability to travel throughout and enter all different properties in the jurisdiction.
- Provide truthful and accurate written and verbal communications.
- Maintain strict confidentiality in accordance with Wisconsin State Statutes and City policy, including but not limited to, interaction with the public, personnel issues, and any other information heard, handled, or obtained within the scope of the position or through other personnel.
- Maintain, and actively promote, effective working relationships with coworkers and management.
- Serve as a notary public.
- Abide and assist with the implementation of safety rules and procedures.
- Works independently to complete tasks as assigned.
- Research pricing and product guidelines as assigned to determine cost-effective pricing for purchases

Public Contact/Communication

- Greet the public in a courteous and friendly manner using diplomacy and tact on the phone and in person.
- Answer in-coming calls to City Hall; forward calls and direct people to the appropriate personnel or department.
- Process and assess any request/complaint received from the public and forward the information to the appropriate person and/or assist in the resolution process as capable.
- Distribute information regarding area activities and community events to visitors.
- Communicate official plans, policies, and procedures to the staff and public as directed.
- Regularly update social media for the PRC and other departments as requested.
- Assist the public on a daily basis with questions, reservations/registrations, and transactions for the Public Works area departments.
- Assist the PRC Director with implementing the summer programming including preparation of activities.
- Update the departments along with the Director when receiving complaints regarding sidewalks including documentation as needed.

- Receipt and collect cash for reservations and registrations.

Data Entry/Records Retention

- Perform clerical work including data processing, filing, writing letters, using the electronic storage program, and light bookkeeping for Administration staff and the department heads within the Public Works area.
- Assist in receiving applications and issuance of permits as directed.
- Assist in documenting ordinance violations and notifications as assigned.
- Type and edit a variety of correspondence, reports, memoranda, and other material requiring accuracy and completeness with special attention given to grammar and punctuation.
- Inputs data into standard office and departmental forms; codes accounts payable invoices as approved by department head; compiles data for reports; scans information into software.
- Assist with maintenance of cemetery records.

Safety

- Maintain all city safety policies and records in accordance with State requirements in an organized format and centralized location.
- Coordinate and oversee the implementation of the employee safety program under the guidance of CVMIC and the individual department supervisors.
- Develop and update safety policies as necessary. Train staff on new policies and procedures as established.
- Maintain individual employee training records and schedule specific training as necessary either on-line through CVMIC or by working with CVMIC representative(s) directly.
- Inform employees when training must be completed on-line through CVMIC as necessary.
- Coordinate and maintain MSDS Online software (or similar software) to keep Materials Safety Data Sheet information current.
- Coordinate with CVMIC for the distribution of educational materials and facility inspection reports. Communicate CVMIC(s) recommendations for corrections or additional precautions to necessary department heads and the DOAS to ensure compliance to established regulations.
- Meet with new employees to review all safety policies. Meet with the seasonal staff annually to review safety policies and procedures.
- Assist the DOAS in the event of an inspection by the Wisconsin Department of Safety and Professional Services. Responsible for assisting the DOAS or departments in correcting any noncompliance areas or corrective recommendations in a timely manner.
- Participate in accident investigations where City facilities or assets are involved as requested.

Other Departmental Duties

- Schedule appointments for Administration staff and department heads within the Public Works area.
- Participate and assist in department events as needed.
- Create posters and graphic presentations.
- Update the City website when directed.
- Assist with preparing the PRC payroll for final signature by the PRC Director.
- Maintain and purchase routine office supplies ensuring that budget guidelines are being met.
- Assist in the development of forms and adoption of changes in procedures due to progress within departments.
- Assist various department heads with preparing for events or meetings.
- Attends city meetings when requested.

PERIPHERAL DUTIES

- Take minutes at city meetings in the absence of the assigned personnel.

- Attend seminars and workshops, when directed or permission received.
- Attend CVMIC Risk Management/Loss Control meetings as time permits.
- Assist in the distribution of annual mercury correspondence and document survey of mercury disposal as assigned. Work to update policies addressing municipal water emergency operations.
- Perform other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalent with additional technical school or college credits preferred; and
- (B) Knowledge of and demonstrated skills in general office practices such as typing and filing; and
- (C) Two years of increasingly responsible related experience; or
- (D) Any equivalent combination of related education and experience

Necessary Knowledge, Skills, and Abilities:

- (A) Proficient knowledge of Windows based system with an emphasis in Word and Excel; Access (database) knowledge or the ability to learn is required. Use of or the ability to learn to use PowerPoint and Publisher preferred.
- (B) Ability to navigate web applications, and have an understanding of other emergent technologies and peripherals or a willingness to learn.
- (C) Maintain familiarity with a variety of concepts, practices, and procedures in the field of safety and the municipal organization including OSHA and the Department of Safety and Professional Service municipal departmental safety regulations and administration requirements.
- (D) Ability and willingness to learn new software.
- (E) Ability to obtain and maintain Notary Public Commission status.
- (F) Ability to effectively meet and deal with the public in a courteous manner utilizing diplomacy and tact.
- (G) Ability to communicate effectively and function calmly with staff and the public.
- (H) Ability to work with frequent interruptions.
- (I) Ability to maintain accurate, complete records and prepare clear and detailed reports in a timely manner.
- (J) Maintain strict confidentiality at all times.
- (K) Some knowledge of local ordinances; and departmental rules and regulations.
- (L) Ability to organize and prioritize effectively and independently to complete tasks as assigned.
- (M) Ability to be a self-starter by initiating and completing projects and programs after discussion with the appropriate department head
- (N) Ability to communicate effectively both verbally and in writing.
- (O) Working knowledge of or the ability to learn to use Springbrook permit and financial modules, MSDS Online, Rec1 Recreation software, Adobe Acrobat, Laserfiche, and any other software introduced into the position.
- (P) Skill in operation of listed tools, equipment, and software.

Special Requirements

- (A) Must possess or have the ability to possess, by the time of hire, a valid Wisconsin Driver's License without record of suspension or revocation in any state.

Tools and Equipment Used:

Personal computer (Microsoft Word, Excel, Access, PowerPoint, and Publisher software), 10-key calculator, telephone, copy machine, fax machine, postage machine, scanner, laminator, and any other tools and equipment available for use.

PHYSICAL AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is frequently required to sit, talk, and hear. Hand-eye coordination is necessary to operate computers. Employees must be able to wait on the public at a counter away from their desk. The employee is occasionally required to reach with arms and hands, bend, stoop or squat. The employee must use hands to finger, handle, feel or operate objects or controls.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

Work Environment

In the normal course of work this position is typically exposed to an office setting that is occasionally quiet but more frequently noisy and fast-paced. There are frequent time pressures placed on this position. There are frequent time interruptions including telephone calls, greeting and working with the public, meeting and working with various department heads.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



To: Mayor and City Council
From: Amy Lynch, Human Resource Specialist
Date: April 19, 2017
Re: Update Police Department Clerical Positions Job Description

The Police Department currently has three office personnel that work under two different job descriptions. As the years have gone by and changes have naturally occurred within the positions, it became clear that all three could be working under one job description that encompasses all of their duties.

In addition, I am working at updating all job descriptions in the City. It will be much easier to work with our new on-line application process if I keep job descriptions up-to-date.

Attached are the two previous job descriptions along with the combined new job description for the Police Department Administrative Clerical Assistants. We are updating the format of our job descriptions, adding changes that have occurred in their duties and responsibilities, and changes recommended by our labor attorney. Because of this, I cannot give you a highlighted description showing minor changes. Director of Public Safety Roller and I both worked on creating this new job description.

We are asking that you review and approve the new job description for the Police Department Administrative Clerical Assistant.

If you have any questions, please feel free to contact me before the meeting.

Sincerely,

Amy Lynch

POSITION DESCRIPTION

Class Title: Administrative Assistant

Department: Police

Union: None

Date: August 18, 1998

Pay grade 4 (11/10/99)

General Purpose

Perform a variety of clerical tasks, secretarial work, correspondence, confidential reports, policies and procedures as dictated by the Chief of Police, data entry, criminal history and confidential information requests, and provide assistance to the public as needed in a warm and friendly manner, sometimes under stressful conditions.

Supervision Received

Work under the immediate supervision of the Chief of Police according to an established work routine.

Supervision Exercised

Train and work directly with clerical/resource secretaries.

Essential Duties and Responsibilities

Handle correspondence for Chief of Police.

Prepare and edit confidential reports for Chief of Police.

Prepare criminal history information for other law enforcement agencies. (i.e. Police Departments, Social Services, Probation and Parole)

Respond to open records requests for department criminal investigative files in accordance with current State Statutes and Departmental Policy.

Update policies and procedures for the Police department as they become needed.

Data entry, Uniform Crime Reports, and monthly spreadsheets for Chief of Police and Mayor.

Have the ability to maintain the strictest confidentiality in accordance with Wisconsin State Statutes and the Department policy regarding information heard, handled, or obtained by the department.

Enter all citations, juvenile and adult referrals, offenses made, officers information, associated names, and personal information updates (i.e. new address, phone numbers, alias, etc.) into computer system.

Keep updated inventory log of all evidence and property taken in by the Police Department.

Keep updated training records of all police employees since time of hire.

Accounts receivable/payable (i.e. cash register receipts on daily basis, parking tickets, fines, bonds, etc) and issue receipts.

Peripheral Duties

Greet the public in a warm and friendly manner, providing and taking information for complaints when an officer is not directly needed, bringing complaints to the attention of officers and entering information into computer system as needed.

Answer telephones as needed, provide information, and direct calls to the appropriate person.

Assist the public with motor vehicle registration forms and issue temporary plates, handicap forms, and other assorted vehicle information forms.

Assist the public with Salvation Army vouchers. (Food, shelter, bus tickets)

Assist in training all new officers in the office/computer procedures and give them a working knowledge so they may perform their duties in the most timely and accurate manner.

Maintains, files, and retrieves copies of open department records as needed by the public, officers, and other agencies in conformance with the department policy and Wisconsin Statutes.

Have a working knowledge of duties performed by the clerical/resource personnel and capability to perform their duties in their absence.

Perform other related clerical and office procedures and duties as may be necessary.

Desired Minimum Qualifications

Education and Experience

Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping, and, two years of increasingly responsible related experience, or an equivalent combination of related education and experience.

Knowledge, Skills and Abilities

Working knowledge of computers for word processing and spreadsheet applications, working knowledge in the use of a Dictaphone, or equivalent, working knowledge of modern office practices and procedures, some knowledge of accounting.

Ability to effectively meet and deal with the public, ability to communicate effectively both orally and in writing, at times under stressful conditions.

Special Requirements

To become familiar with the Wisconsin Statutes 19.35(open records) and learn the statutory exceptions and confidentiality requirements pertaining to law enforcement contained in Wis stats. 19.36 and the juvenile code.

Tools and Equipment Used

Multi-line telephone, computer terminal, personal computer including word processing software and law enforcement software packages, copy machine, Dictaphone, or equivalent, fax machine, electronic calculator, cash register.

Physical Demands

The physical demands described here are representative of those that

must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, move about without assistance, speak clearly and understandably in the English language, hear, aided or unaided, in the normal voice range, use hands and fingers to handle, feel or finger objects, tools, or controls, and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required include close vision and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderately noisy, usually dry, normal room temperature in an office setting.

Selection Guidelines

Formal application, rating of education and experience, oral interview, reference and background check, drug screen test and job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

POSITION DESCRIPTION

Class Title: Clerical/Resource Assistant

Department: Police

Union: Local 391

Date: December 12, 2005

General Purpose

Performs a variety of clerical tasks, secretarial work, dictation, data entry, payroll calculations, personnel records on vacation/sick leave balances, issuance of license plates, temporary plates, and renewal of registrations and provides assistance to the public as needed in a warm and friendly manner, sometimes under stressful conditions.

Supervision Received

Works under the immediate supervision of the Chief of Police, Captain and Administrative Assistant according to an established work routine.

Supervision Exercised

None

Essential Duties and Responsibilities

Performs daily log of personnel records including vacation, sick leave, PAL time, comp time, overtime records and keeps track of promotions and raises for calculation of payroll.

Have the ability to maintain the strictest confidentiality in accordance with Wisconsin State Statutes and the Department policy regarding information heard, handled or obtained by the department.

Greets the public in a warm and friendly manner, providing and taking information or complaints; bringing complaints to the attention of Officers and enters the same into Department files as appropriate.

Create Daily Offenses from original calls for service. Update Offenses with Officer's information, associated names, arrests made, property information, citations, and other confidential information critical to the Complaint.

Types and edits a variety of Officer field notes, investigative reports, confidential reports, victim/witness and perpetrator statements and other dictations including letters requiring accuracy and completeness for later use in criminal and civil cases.

Assist the public with motor vehicle registration forms, issue temporary plates, issue license plates, renewal of registrations, and other assorted vehicle information forms.

Accounts receivable/payable (i.e. cash register receipts on daily basis, parking tickets, night deposit of monies from issuance of plates and renewal, etc.) and issue receipts and/or late notices.

Keep an inventory of various forms and reports required by the public.

Act as purchasing agent for department forms, uniforms and uniform equipment.

Compile and update computerized and hard copy files (i.e. sex offenders, bike file, animal registrations, alarms, business registration, photo logs, dispositions on citations/arrests, and etc.).

Issuing of truancy citations. Mailing of library late notices.

Computerize, file and record Accident Reports per Department of Transportation regulations.

Peripheral Duties

Answer telephones as needed, provide information, and direct calls to the appropriate person. Assist the Langlade County Dispatch Center when things become busy or as needed.

Assist the public with Salvation Army vouchers (food, shelter, and bus tickets).

Maintains, files, and retrieves copies of open department records as directed by records custodian in compliance with the department policy and Wisconsin Statutes.

Have a working knowledge of duties performed by the Administrative Assistant and capability to perform her duties in her absence.

Perform other related clerical and office procedures and duties as may be necessary.

Prepare reports and correspondence for the Chief of Police, Captain and Officers as requested.

Desired Minimum Qualifications

Education and Experience

Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping, and two years of increasingly responsible related experience, or an equivalent combination of related education and experience.

Knowledge, Skills and Abilities

Working knowledge of computers for word processing and spreadsheet applications, working knowledge in the use of a Dictaphone, or equivalent, working knowledge of modern office practices and procedures, some knowledge of accounting.

Ability to effectively meet and deal with the public, ability to communicate effectively both orally and in writing, at times under stressful conditions.

Special Requirements

To become familiar with Wi. Statutes 19.35 (open records) and learn the statutory exceptions and confidentiality requirements pertaining to law enforcement contained in Wis Stats. 19.36 and the juvenile code.

Tools and Equipment Used

Multi-line telephone, computer terminal, personal computer including word processing software and law enforcement software package, copy machine, Dictaphone, fax machine, electronic calculator and cash register.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, move about without assistance, speak clearly and understandably in the English language, hear aided or unaided, in the normal voice range, use hands and fingers to handle, feel or finger objects, tools or controls, and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderately noisy, usually dry, normal room temperature in an office setting.

Selection Guidelines

Formal application, rating of education and experience, oral interview, reference and background check, drug screen test and job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

 Approval Supervisor

 Date

 Approval Employee

 Date

POSITION DESCRIPTION

Class Title: Administration Clerical Assistant
 Department: Police
 Location: Police Station
 Date: 04/05/17

FLSA Status: Non-exempt (hourly)
 Position Status: Regular Full Time

GENERAL PURPOSE

The main role of this position is to provide assistance to the public in person, through correspondence, and via phone calls. Employees in this position also perform a variety of clerical duties related to or for law enforcement personnel. In addition, they provide assistance to the Langlade County dispatchers in the role of a backup.

SUPERVISION RECEIVED

Works under the direction of the Director of Public Safety/Police Chief with frequent interaction with the Police Captain, and/or their designee(s).

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

General

- Maintain prompt, predictable, and regular physical attendance working assigned hours.
- Maintain the ability to lawfully operate designated motor vehicles at all times that duties are performed.
- Maintain the ability to travel throughout and enter all different properties in the jurisdiction.
- Provide truthful and accurate written and verbal communications.
- Maintain the ability to competently and credibly testify in court.
- Maintain strict confidentiality in accordance with Wisconsin State Statutes and department policy, including but not limited to, personnel issues, police contact and interaction with the public, and any other information heard, handled, or obtained within the scope of the position or through contact with County personnel.
- Maintain, and actively promote, effective working relationships with coworkers and management.
- Assist the Police Chief and Captain in compiling, maintaining, and updating department policies and procedures.
- Process parking tickets by taking in money and reconciling tickets. Send out late notices and refer late parking tickets to officers to issue Wisconsin Uniform Traffic Citations.
- Collect and reconcile cash for various tasks, including but not limited to, temporary DMV license plates, parking tickets, open records requests, and donations (i.e. DARE, K9, Crusade for Kids); and create a weekly deposit to send to the Clerk/Treasurer's Office for processing.
- Issue truancy citations and theft of library citations based upon referrals from either the school system, Department of Social Services, or the library.
- Assist in purchasing department uniforms and related law enforcement equipment for departmental staff including the tracking of uniform allowance and sending any overages to accounts receivable in the Clerk/Treasurer's Office so that an invoice for repayment may be issued to the employee.
- Serves as Notary Public
- Act in the capacity of a Court Officer
- Assist the Auditors by getting them any information they need to complete the audit and able to answer any questions for them.
- Abide and assist with the implementation of safety rules and procedures.

Data Entry/Records Retention

- Maintain, compile, and update training records for all police department employees, vehicles impound records, uniform crime reports, annual reports, and in-house computer records with current information.
- Utilize the State of Wisconsin TIME system (or other current software) for obtaining information for law enforcement to initiate and complete criminal investigations.
- Enter, file, and record accident reports per Wisconsin Department of Transportation regulations.
- Create documents, correspondence and reports for the Police Chief, Captain or their designee(s).
- Compile and update computerized and hard copy files, including but not limited to, sex offender registrations, bike and animal registrations, business alarm files, and dispositions on arrests and citations.
- Type and update a variety of police investigative reports, victim, witness, and perpetrator statements and other dictations.

Public Contact/Communication

- Greets the public in person, via the phone, or through correspondence in a courteous manner using diplomacy and tact.
- Answer emergency and nonemergency calls, at times handling people under duress and obtaining essential information to direct law enforcement or emergency services.
- Forwards calls and directs people to the appropriate personnel or agency.
- Provide and take information for officers and department records and enter information into the current department software.
- Determine and evaluate the requests/complaints from the public and dispatch and forward the information to the appropriate person.
- Create calls for service, offenses, and update department files using record management system.
- Assist with inquiries for help from the Salvation Army regarding vouchers for food, shelter, and/or transportation or help to find another solution for their need of assistance.
- Respond to open records requests regarding department criminal investigative files in accordance with current State Statutes and departmental policy for the public and prepare records requests for other agencies, including but not limited to, Law Enforcement Agencies, Department of Social Services, and Probation & Parole.

Wisconsin Department of Motor Vehicles (DMV) Work

- Act as a Special Agent for the Wisconsin DMV.
- Issue and transfer license plates.
- Process titles and renew plates.
- Assist the public with motor vehicle forms and applications.
- Collect payment for temporary license plates.
- Learn and maintain knowledge of vehicle registration laws and regulations.

Payroll/Accruals

- Maintain and update daily schedule and update personnel records for work hours, overtime, compensatory time, sick leave and PAL time.
- Working knowledge of Police Union contract to assure compliance for payroll and accruals received.
- Enter, proof, edit and reconcile payroll data along with the computation of biweekly payroll to provide to the appropriate personnel in the Clerk/Treasurer's Office.
- Update and calculate wage increases and vacation accruals when applicable.

- Track all accrual usage, additions, and balances to send to the appropriate personnel in the Clerk/Treasurer's Office biweekly with the payroll to ensure that police records match those in the payroll system.
- Receives and resolves police department personnel questions regarding payroll information.
- Receives and investigates payroll and accrual questions from payroll personnel
- Contacts payroll personnel for any assistance needed in interpreting the contract or completing the payroll or accrual worksheets.

PERIPHERAL DUTIES

- Provide assistance, in the form of serving as a back-up, to the Langlade County Dispatch Center with 911 calls and radio overload; dispatch law enforcement, fire EMS, helicopters, or outside support agencies.
- Assist in maintaining the department website. Update website with daily public reports and department information. Update Facebook with information as directed. When working on the website or Facebook, attention to detail, grammar, and punctuation should be reviewed cautiously.
- Attend seminars and workshops, when directed, related to duties and responsibilities.
- Perform other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalent with additional technical school or college credits preferred; and
- (B) Knowledge of and demonstrated skills in general office practices such as typing and filing;
- (C) Knowledge of accounting, bookkeeping, record keeping, accounts receivable, and accounts payable preferred; and
- (D) Two years of increasingly responsible related experience; or
- (E) Any equivalent combination of related education and experience

Necessary Knowledge, Skills, and Abilities:

- (A) Proficient knowledge of Windows based system with an emphasis in Word and Excel.
- (B) Ability to navigate web applications, and have an understanding of other emergent technologies and peripherals or a willingness to learn.
- (C) Ability to learn new software specific to law enforcement.
- (D) The ability to obtain and maintain Notary Public Commission status.
- (E) Ability to effectively meet and deal with the public in a courteous manner utilizing diplomacy and tact.
- (F) Ability to communicate effectively and function calmly under stressful and emergency situations.
- (G) Ability to handle sensitive and, at times, disturbing information.
- (H) Ability to maintain accurate, complete records and prepare clear and detailed reports in a timely manner is extremely important as assignments could be used in future criminal and civil cases.
- (I) Maintain strict confidentiality at all times.
- (J) Considerable knowledge of vehicle registration laws.
- (K) Knowledgeable of federal, state, and local ordinances; and department rules and regulations.
- (L) Ability to organize and prioritize effectively.
- (M) Ability to be a self-starter by initiating and completing projects and programs after discussion with the Police Chief, Captain, or their designee(s).
- (N) Ability to become familiar with WI State Statute 19.35 (open records) and learn the statutory exceptions and confidentiality requirements pertaining to law enforcement contained in WI State Statute 19.36
- (O) Ability to gather facts from witnesses and victims in an appropriate and efficient manner to be able to relay the information to responding units or the appropriate personnel.

(P) Knowledge of the City of Antigo and Langlade County geography.

(Q) Ability to communicate effectively both verbally and in writing.

Special Requirements

(A) Must possess or have the ability to possess, by the time of hire, a valid Wisconsin Driver's License without record of suspension or revocation in any state.

(B) Ability to obtain and maintain certification for CIB/TIME system.

Tools and Equipment Used:

Personal computer (Microsoft Word and Excel software), law enforcement record management system, 10-key calculator, telephone, copy machine, fax machine, Dispatch Communications Equipment, Transaction of Information for Management of Enforcement (TIME System), Badger TraCS (traffic and Criminal Software), and any other tools and equipment available for use.

PHYSICAL AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is frequently required to sit, talk, and hear. Hand-eye coordination is necessary to operate computers. Employees must be able to wait on the public at a counter away from their desk. The employee is occasionally required to reach with arms and hands, bend, stop or squat. The employee must use hands to finger, handle, feel or operate objects or controls.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

Work Environment

In the normal course of work this position is typically exposed to an office setting that is usually moderately noisy. There are frequent time pressures placed on this position including urgent deadlines. There are frequent time interruptions including telephone calls, greeting and working with the public, and acting as a back-up to the Langlade County Dispatch Center.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



To: Mayor and City Council
From: Jon Petroskey, Fire Chief
Date: April 19, 2017
Re: Approve Elwyn Remington Foundation Fire Department Grant

To: Finance, Personnel & Legislative Committee

From: Chief Petroskey

Date: April 12, 2017

Subject: Elwyn Remington Foundation Fire Department Grant

The Elwyn Remington Foundation has donated \$3,125 to the Antigo Fire Department as part of their annual fire department donation. The foundation has donated funds over the last several years to area fire departments.

I am requesting the committee to approve the donation to the fire department. The donation also requests the money to be spent locally at Pomasl Fire Equipment Inc. (See Attached Letter)

I am also requesting to approve future donations from the Elwyn Remington Foundation as this has been an annual event.

Feel free to contact me if you have questions.



Ruder Ware, L.L.S.C.
 500 N. First Street, Suite 8000
 P.O. Box 8050
 Wausau, WI 54402-8050
 Tel 715.845.4336
 Fax 715.845.2718
 mbradley@ruderware.com
 www.ruderware.com



March 16, 2017

Mr. Neal Wozniak, President
 Langlade County Fire Chiefs Association
 611 Lincoln Street
 Antigo, WI 54409

Re: Elwyn Remington Foundation Fire Department Grants

Dear Neal:

Enclosed are checks for \$3,125 each made payable to the following thirteen fire departments whose chiefs are part of the Langlade County Fire Chiefs Association:

City of Antigo Fire Department
 Birnamwood Area Fire Department
 Elcho Fire and Rescue
 Langlade County Rural Fire Control
 Mattoon Fire Department
 Pickerel Fire & Rescue
 Pine River Volunteer Fire Department
 Town of Antigo Fire Department
 Town of Langlade Fire Department
 Town of Norwood Fire Department
 Town of Peck Fire Department
 Village of White Lake Fire Department
 Wolf River Volunteer Fire Department

I will also mail checks for \$3,125 to each of these five fire departments that are not part of your Association:

Town of Corning Fire Department
 Town of Easton Fire Department
 Town of Hewitt Fire Department
 Town of Ringle Fire Department
 Town of Russell Fire Department

Attachment: 2305_0001 (1490 : Elwyn Remington Foundation Grant)



March 16, 2017
Page 2

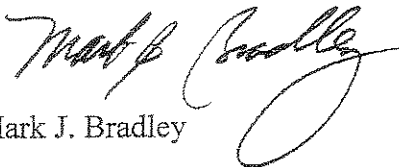
As I explained in my letter to Mr. Wozniak, the Remington Foundation is providing these funds to the thirteen departments that are part of the Langlade County Fire Chiefs Association and to your five departments, with the hope that all eighteen fire departments will coordinate equipment purchases from Pomasl Fire Equipment, Inc. The Foundation's purpose in doing this is to spend its money locally and to take advantage of any large order discounts that may be available.

I am sending Mr. Wozniak a copy of this letter with the hope that he will contact each of you to coordinate your department's order with Pomasl Fire Equipment, Inc.

On behalf of the Remington Foundation board of directors, I want to express our appreciation to you and your volunteer fire fighters for the important service you provide to your communities.

Very truly yours,

RUDER WARE



Mark J. Bradley

Enclosures

Cc: Mr. Neal Wozniak

Attachment: 2305_0001 (1490 : Elwyn Remington Foundation Grant)



To: Mayor and City Council
From: Mark Desotell, Director of Administrative Services
Date: April 19, 2017
Re: Contractor Selection based on Air Conditioning Bid Tabulation for the Replacement of 5 Roof-top Units Located at City Hall

Sealed bids were solicited for the replacement of 5 roof-top air conditioning units located at City Hall and a bid-tabulation is included with your agenda packet. These units individually serve the lobby, Council chambers, Clerk-Treasurers office, Public Works area and the administrative wing respectively. All of the units are being recommended for replacement based on their age; they are the original mechanical systems installed during the construction of City Hall in 1994.

A total of 6 bids were received; one was determined as non-qualifying at the bid-opening as it failed to include a bid-bond in the amount of 5% of the total bid. At the time of this memo being placed into your agenda packet, staff was still conducting post-bid meetings with some of the vendors to clarify the information provided.

The bids were solicited in such a manner as to allow the City to directly purchase the A/C units eliminating sales-tax. Two bidders were able to offer a reduced bid amount for a combined HVAC unit even though stand-alone A/C units are all that were required to match current use. Additionally, alternate bids were sought for extended warranty, web-based system controls and for annual maintenance services.

A recommendation from staff to the Committee will be made during the meeting which will be based upon a number of factors including bid price, adherence to the specified requirements, vendor experience and any additional factors assuring the best interest of the City is maintained. These additional factors include a review of the make/model of air conditioning unit being offered, warranty information, web-based control status and costs for annual maintenance service work.

CITY of ANTIGO
 BID-TAB for ROOF-TOP A/C UNITS
 4/12/2017

BIDDER	BID BOND	MAKE	MODEL #	A/C (No Sales Tax) (Purchased by City)	A/C w/HEAT (No Sales Tax) (Purchased by City)	5-YEAR WARRANTY (Alternate Bid)	WEB-BASED CONTROL (Alternate Bid)	ANNUAL SERVICE (Alternate Bid)	COMMENTS
SCHULZ HEATING & COOLING	YES	YORK/LUXAIRE	ZW	\$69,705.00	NO BID	NO BID	NO BID	\$1,000.00	1 YEAR FULL + 5-YEAR COMPRESSOR & 10-YEAR HEAT EXCHANGER
SIMMONS PLUMBING	YES	YORK	ZI	\$63,563.20	NO BID	NO BID	NO BID	\$750.00	1 YEAR FULL UNIT + 5-YEAR COMPRESSOR/HEATING ELEMENT
NORTH CENTRAL MECHANICAL	YES	TRANE/AMERICAN STANDARD	THC/THD	\$78,970.00	\$72,268.00	\$4,948.00	\$18,594.00	\$950.00	1 YEAR + 5-YEAR FULL OPTION SOFTWARE MAINTENANCE = \$187.5 PER YEAR
JOHN FILBRANDT	YES	TRANE/AMERICAN STANDARD	THC/THD	\$84,059.00	\$77,589.00	NO BID	NO BID	\$950.00	1 YEAR FULL UNIT + 5-YEAR COMPRESSOR
JEROME FILBRANDT	YES	TRANE/AMERICAN STANDARD	YHC/THD	\$84,000.00	NO BID	\$6,000.00	Add \$500 to \$800 per unit to be web based - No control system	\$2,225.00	1 YEAR FULL UNIT + 5-YEAR COMPRESSOR
BAUER	NO								REJECTED as a BID-BOND WAS NOT INCLUDED

Attachment: City Hall Roof-top AC Bid Tab (1489 : Air Conditioning Bids for City Hall)



To: Mayor and City Council
From: Mark Desotell, Director of Administrative Services
Date: April 19, 2017
Re: Waiving of the bid process and quote for Services from Frisch's Greenhouse for Ground Planters/Hanging Baskets in the Downtown Corridor

For 2017 we are removing all of the ground planters located along the 5th Avenue except for those protecting tree plantings and fire hydrants. The successful use of hanging baskets along this corridor along with the expense to maintain the deteriorating landscape timbers (railroad ties) helped shape this decision. This decision leads to an overall savings of nearly \$4,000 per year in this program.

For 2017 these savings will help to defray the associated costs with removing the deteriorated planters and restoring any concrete in the voids left by their abandonment. In ensuing years this savings will help to offset any inflationary or expansion costs related to our downtown enhancement efforts or leave more dollars for maintenance in the alley and boulevard budget category.

The Antigo First Group's goal to provide \$3,500 towards the hanging basket program remains an achievable commitment on their part and helps to extend our efforts in the Downtown corridor.

Frisch's Greenhouse has been a valuable team member in order to advance the success of the hanging basket and ground planter programs. It is my recommendation that you waive the bidding process and approve their estimated quote for services in the amount of \$11,939.50 determined as follows:

- \$4,577.00 for the Hanging Basket Program
- \$7,362.50 for the 6th Avenue Ground Planter Program

\$11,939.50 Estimated Total (Varies depending on watering need/conditions)

**2017 DOWNTOWN PLANTER HANGING BASKET GROUND PLANTER PROGRAM
INCLUDING IMPACTS TO ALLEY/BOULEVARDS CONTRACTUAL SERVICE BUDGET**

4/3/2017

LOCATION	2017 (Estimated)	COMMENTS for 2017
<u>HANGING BASKET PROGRAM</u>		
<u>5TH AVENUE HANGING BASKETS</u>		Number of Baskets/Locations to be same as 2016
Installation	\$330	
Maintenance/Watering	\$950	
33 Hanging Baskets	<u>\$1,370</u>	
Sub-Total	\$2,650	
<u>6TH AVENUE HANGING BASKETS</u>		Number of Baskets/Locations to be same as 2016 plus 6 experimental "weekender" baskets
Installation	\$140	
Maintenance/Watering	\$400	
6 Experimental "Weekender" Baskets (Total cost of services including one-time basket purchase)	\$450	
14 Hanging Baskets	<u>\$580</u>	
Sub-Total	\$1,570	
<u>HIGHWAY 45 SOUTH HANGING BASKETS</u>		Number of Baskets/Locations to be same as 2016
Installation	\$30	
Maintenance/Watering	\$200	
3 Hanging Baskets @ SchroederS	<u>\$125</u>	
Sub-Total	\$355	
<u>DEDICATION EMBLEM COST</u>		To be determined by Antigo First Group
One-time Cost for Dedication Emblem	<u>\$500</u>	
Total 2017 Hanging Planter Program	\$5,075	
<u>GROUND PLANTER PROGRAM</u>		
<u>GROUND PLANTERS ON 5TH AVENUE</u>		Removal of existing ground planters to be completed by Street Dept. in 2016 except for those with trees or hydrants located within them. PRC staff to maintain mulch in the remaining locations
Initial Planting	\$0	
Maintenance/Watering	<u>\$0</u>	
Sub-Total	\$0	
<u>GROUND PLANTERS ON 6TH AVENUE</u>		Number of Planters/Locations to be same as 2015
Initial Planting	\$4,610	
Maintenance/Watering (Average)	<u>\$2,750</u>	Currently projected from \$1,080 to \$3,200 depending on drought conditions and availability of automatic irrigation
Sub-Total	\$7,360	
Total 2017 Ground Planter Program	\$7,360	
Emptying of Downtown Trash Containers	<u>\$2,000</u>	
TOTAL ALLEY & BOULEVARD PROGRAM COST	\$14,435	
Projected Antigo First/Connect Communities fund raising goal	-\$3,500	Anticipated funds to come from Adopt-a-Basket program & Comedy Show proceeds
Projected One-Time Incidental Costs to remove 5th Ave. Ground Planters	\$4,000	
2017 Alleys & Boulevards Budget for Contractual Services (100-530-53410-52280) = \$15,500	\$14,935	\$15,500 budget - \$14,935 projected cost = \$565 available for other Alley/Boulevard services

Frisch Greenhouses, Inc.
 Jim Frisch
 715-623-4010

Quote for the City of Antigo, February 2017

Install 47 - 14" Bloomaster Baskets on light poles located on 5th and 6th Street.

\$ 0.00	\$65.00/ basket, one time cost.
\$1950.50	\$41.50/basket, planted with like type plants to match streetscape
\$ 470.00	\$10.00/basket to install, remove and store baskets.

\$2420.50 Total for 47 baskets \$51.50 per basket

Maintenance – Baskets

\$100.00 – month for June, July, August and September. Includes deadheading, pest control and pruning as needed. We will inspect planters every two weeks.

Watering

\$250.00/month, June through September, 2016.

We will provide liquid fertilizer to baskets 5-6 days per week weather permitting.

We will keep 3 baskets on hand for replacement due to vandalism, weather, etc. **No charge.**

Concerns

Time of installation May 26 – June 6, 2016. (Weather permitting)

Fall removal time, September/October.

Vandalism or weather related problems that make the project unworkable.

25% down payment of planting costs only (\$487.62). Paid within 30 days of acceptance of quote, balance due within 30 days of installation.

Cost Summary

One time purchase of baskets	\$ 0.00
Planting and growing of baskets	\$1950.50
Install, removal and storage of baskets	\$470.00
Maintenance	\$350.00
Watering	\$1000.00

Total - \$3,770.50

Frisch Greenhouses, Inc.
 Jim Frisch
 715-623-4010

Quote for the City of Antigo February 2017

Sixth Avenue Planters

Spring 2017 Installation

Install (4) 18" fiber combination pots into 20 planters

(Includes site prep, finishing with decorative bark)

\$166.00	\$41.50/pot
\$11.50	Site prep per planter
\$18.00	Site finishing
\$25.00	Decorative Bark
\$10.00	Removal of plant residue in fall

\$230.50 per planter

x 20

\$4610.00 for 20 planters

Maintenance

\$175 per month for June, July, August, and September

Includes deadheading, pest control, and pruning as needed.

We will inspect planters once per week.

\$612.50 for Total Maintenance

Watering

\$800.00 per month when automatic watering is off, Monday, Wednesday and Friday.

\$270.00 per month when automatic watering is on

We will keep eight combination pots on hand for replacements due to vandalism, weather problems, etc. **No charge**

Concerns:

- Time of planting: May 23- June 6, 2016 (weather permitting)
- Fall removal time: September-October after frost
- Vandalism or other problems that make the project unworkable
- Fuel Prices

25% down payment of planting cost only (\$1,152.50) to be paid within 30 days of acceptance of quote

Balance due within 30 days of installation.

Cost Summary

Initial Planting	\$4,610.00
Maintenance	\$612.50
Watering	\$1080.00 - \$3200.00

Total: \$6,302.50 - \$8422.50

Addendum to Bloomaster Quote February 2017

Install 3 - 14" Bloomaster Baskets on light poles at Schroeder's
 Location on South Superior
 \$124.50 \$41.50/basket planted with like type plants to match
 streetscape
 \$ 30.00 \$10.00/basket to install, remove, and store baskets

Maintenance Baskets

\$20.00/month for June, July, August, and September
 Pest control and pruning as needed. We will inspect every two weeks.

Watering

\$30.00/month June through September
 We will provide liquid fertilizer to baskets 5-6 days/ week (weather permitting).

Cost Summary

Planting and growing of baskets	\$124.50
Install, removal, and storage of baskets	\$ 30.00
Maintenance	\$ 80.00
Watering	\$120.00
Total	\$354.50

X 25% = 31.13
 MAY
 3/17/17

Frisch Greenhouses, Inc.
 Jim Frisch
 715-623-4010

Quote for the City of Antigo, February 2017

Install 6 - 16" Weekender Baskets on light poles located on Field and 6th Street.

\$120.00 \$20.00/ basket, **one time cost.**

\$180.00 \$30.00 /basket, planted with like type plants to match streetscape

\$ 60.00 \$10.00 /basket to install, remove and store baskets.

\$360.00 Total for 6 baskets \$60.00 per basket

Maintenance – Baskets

\$20.00 – month for June, July, August and September. Includes deadheading, pest control and pruning as needed. We will inspect planters every two weeks.

Watering

\$30.00/month, June through September, 2016.

We will provide liquid fertilizer to baskets 2-3 days per week weather permitting.

We will keep 1 basket on hand for replacement due to vandalism, weather, etc. **No charge.**

Concerns

Time of installation May 26 – June 6, 2016. (Weather permitting)

Fall removal time, September/October.

Vandalism or weather related problems that make the project unworkable.

25% down payment of planting costs only (\$45.00). Paid within 30 days of acceptance of quote, balance due within 30 days of installation.

Cost Summary

One time purchase of baskets	\$120.00
Planting and growing of baskets	\$180.00
Install, removal and storage of baskets	\$60.00
Maintenance	\$80.00
Watering	\$120.00

Total - \$452.00.00



To: Mayor and City Council
From: Mark Desotell, Director of Administrative Services
Date: April 19, 2017
Re: Additional Request of \$5,000 for Police Department Contractual Services Budget for Towing of Impounded Junk Vehicles

To address the growing problem of Junked Vehicles located on private properties (typically residential) or on other properties not properly zoned for such activity our staff will begin a more concerted effort towards solving this matter. To accomplish this I am requesting that an amount of \$5,000 from the City's Contingency (100-510-51990-59000) be transferred to the Police Departments Contractual Services account (100-520-52110-52280) to accomplish the effort.

In future budgets (2018) a corresponding revenue amount will also be included in the budget based on anticipated notice/towing/storage fees which will be somewhat offset by the salvage value of any unclaimed vehicles or by those paying to retrieve an impounded vehicle.



To: Mayor and City Council
From: Mark Desotell, Director of Administrative Services
Date: April 19, 2017
Re: Recommended Ordinance Language Updates for Article VI Sections 38-403 thru 38-408 Regarding Junked Vehicles and Appliances on Private Property

The specific issue of Junked Vehicles and Appliances (Sections 38-401 thru 38-408) is being reviewed by staff with the intent of applying a more focused effort towards resolving this problem. Please do not confuse this effort with that of Public Nuisances such as accumulation of refuse or dilapidated buildings as these matters are enforced under Sections 22-186 thru 22-193 of our Code of Ordinances. Increased enforcement of Public Nuisance violations are also being addressed by staff and may require ordinance updates at a subsequent meeting. For this evening we are strictly discussing the ordinance related to junk vehicles and appliances.

I have provided a “marked-up” copy representing potential updates to the ordinance. At the time that this information was placed into your agenda packet a final review by appropriate staff had not been completed. Additionally, a review by our City Attorney will also be required. We will be working on this during the week leading up to the April FP&L meeting and any additional recommended changes will be presented at the meeting.

My thoughts are such that the daily impound storage fees should be set at a minimum amount of \$10 but at no more than \$20.

Your patience as we bring a stronger approach towards addressing this community concern is greatly appreciated.

ARTICLE VI. - ABANDONED VEHICLES AND JUNK

Sec. 38-401. - Abandoned vehicles; definitions.

- (a) *Abandonment of vehicles prohibited.* No person shall leave unattended any motor vehicle, trailer, semitrailer or mobile home on any public street or highway or private or public property in the city for such time and under such circumstances as to cause the vehicle to reasonably appear to have been abandoned. Vehicles unlawfully on any street for more than 48 hours will be ticketed and towed. Vehicles abandoned on private property will be towed immediately.
- (b) *Definitions.* For purposes of this article, the following definitions shall be applicable:
- Street* means any public highway or alley and includes the entire width between the boundary lines of any public way where any part thereof is open to the public for purposes of vehicular traffic.
- Unattended* means unmoved from its location with no obvious sign of continuous human use.
- Vehicle* means a motor vehicle, trailer, semitrailer or mobile home, whether or not such vehicle is registered under state law.
- (c) *Presumptions.* For purposes of this section, the following irrebuttable presumptions shall apply:
- (1) A vehicle shall be presumed unattended if it is found in the same position 48 hours after issuance of a traffic ticket or citation and if such traffic ticket or citation remains placed upon the windshield during such 48 hours.
 - (2) Any vehicle left unattended for more than 48 hours on any public street or public ground or left unattended for more than 48 hours on private property without the consent of the property owner is deemed abandoned and constitutes a nuisance. However, the vehicle shall not be deemed abandoned under this subsection if it is left unattended on private property outside of public view and is enclosed within a building or if it is designated as not abandoned by the chief of police or his/her designee.
- (d) *Exceptions.* This section shall not apply to a vehicle in an enclosed building or a vehicle stored on premises licensed for storage of junk or junked vehicles and fully in compliance with city zoning regulations or to a vehicle parked in a paid parking lot or space where the required fee has been paid.

(Code 1999, § 10-5-1)

Cross reference— Definitions generally, § 1-2.

Sec. 38-402. - Removal and impoundment of vehicles.

Any vehicle in violation of this article shall be removed and impounded until lawfully claimed or disposed of under section 38-403.

(Code 1999, § 10-5-2)

Sec. 38-403. - Removal, storage, notice or reclamation of abandoned vehicles.

- (a) *Applicability.* This section shall apply to the removal, storage, notice, reclaimer or disposal of abandoned vehicles as defined in section 38-401 and for Junked Vehicles and Appliances as defined in section 38-408.

- (b) *Removal.* Removal shall be in accordance with the following:
- (1) Any police officer who discovers any motor vehicle, trailer, semitrailer or mobile home on any public street or highway or private or public property in the city which has been abandoned shall cause the vehicle to be removed to a suitable place of impoundment.
 - (2) Upon removal of the vehicle, the police officer shall notify the chief of police or his/her designee of the abandonment and of the location of the impounded vehicle.
- (c) *Storage and reclamation.* Any abandoned vehicle which is determined by the chief of police or his/her designee to be abandoned shall be retained in storage for a period of 14 days after certified mail notice, as provided in this section, has been sent to the titled owner in this state and/or secured party of record with the state motor vehicle division. ~~However, if the chief of police or his/her designee determines an abandoned vehicle to have a value of less than \$100.00 or that the cost of towing and storage charges for impoundment will exceed the value of the vehicle, it may be junked or sold by direct sale to a licensed salvage dealer after having been retained in storage for a period of seven days and after certified mail notice, as provided in this section, has been sent to the titled owner in this state or secured party of record with the state motor vehicle division,~~ provided that it is first determined that the vehicle is not reported stolen or wanted for evidence or other reason. ~~All substantially complete vehicles in excess of 19 model years of age shall be deemed as a having value of less than \$100.00.~~ Any such vehicle which may be lawfully reclaimed may be released upon the payment of all accrued charges, including towing, storage and notice charges and upon presentation of the vehicle title or other satisfactory evidence to the chief of police or his/her designee to prove an ownership or secured party interest in such vehicle. The daily impound storage fee may be periodically updated by Council Action as found in Chapter 1 Section 1-22 Fee Schedule.
- (d) *Notice to owner or secured party.* Certified mail notice, as referred to in this section, shall notify the titled owner of this state of the abandoned vehicle, if any, and/or the secured party of record with the state motor vehicle division, if any, of the following:
- (1) The vehicle has been deemed abandoned and impounded by the city;
 - (2) **The determined value of the abandoned vehicle;**
 - (3) **If the cost of towing and storage costs will exceed the determined value of the vehicle;**
 - (4) If the vehicle is not wanted for evidence or other reason, the vehicle may be reclaimed upon the payment of all accrued charges, including towing, storage and notice charges, within 14 days of the date of notice. ~~unless the vehicle has been determined to have a value less than \$100.00 or that the cost of towing and storage charges for impoundment will exceed the value of the vehicle, in which case the vehicle may be reclaimed within seven days upon the payment of such charges;~~ and
 - (5) The owner or secured party may, upon request, be granted a hearing relating to the determinations made with respect to such vehicle within the period that such vehicles may be reclaimed.

(Code 1999, § 10-5-3)

Sec. 38-404. - Disposal of abandoned vehicles.

Any abandoned vehicle impounded by the city which has not been reclaimed or junked or sold by direct sale to a licensed salvage dealer pursuant to this article may be sold by public auction sale or public sale calling for the receipt of sealed bids. A class I notice, including the description of the vehicles, the names and addresses of the titled owner in this state and secured party of record, if known, and the time of sale, shall be published before the sale.

(Code 1999, § 10-5-4)

Sec. 38-405. - Report of sale or disposal.

Within five days after the direct sale or disposal of a vehicle as provided for in this article, the chief of police or his/her designee shall advise the state department of transportation, division of motor vehicles, of such sale or disposal on a form supplied by such division. A copy of the form shall be given to the purchaser of the vehicle enabling the purchaser to obtain a regular certificate of title for the vehicle. The purchaser shall have ten days to remove the vehicle from the storage area, but shall pay ~~a reasonable~~the established daily impound storage fee (Section 1-22) established by the city for each day the vehicle remains in storage after the second business day subsequent to the sale date. Ten days after the sale the purchaser shall forfeit all interest in the vehicle, and the vehicle shall be deemed to be abandoned and may be sold again. Any listing of vehicles to be sold by the city shall be made available to any interested person who or organization which makes a written request for such list to the police department. The police department may charge a reasonable fee for the list.

(Code 1999, § 10-5-5)

Sec. 38-406. - Owner's responsibility for impoundment and disposal costs.

- (a) The owner of any abandoned vehicle, except a stolen vehicle, is responsible for the abandonment and all costs of impounding and disposing of the vehicle. Costs not covered from the sale of the vehicle may be recovered in a civil action by the city against the owner.
- (b) Payment of removal and impoundment costs is not required when the vehicle has been impounded for purposes of law enforcement investigation.

(Code 1999, § 10-5-6)

Sec. 38-407. - Conflict with other provisions.

If any conflict occurs between this article and any other section of this Code, this article shall control.

(Code 1999, § 10-5-7)

Sec. 38-408. - Junked vehicles and appliances on private property.

- (a) *Storage of automobiles restricted.* No disassembled, inoperable, unlicensed, junked or wrecked motor vehicles, race cars, race trucks, demo derby cars, truck bodies, tractors, trailers, farm machinery, vehicle parts or tires or appliances shall be stored unenclosed outside of a building upon industrial, commercial, public or private residential property within the city for a period exceeding ten days unless it is in connection with an authorized business enterprise located in a properly zoned area maintained in such a manner as to not constitute a public nuisance.
- (b) *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

Disassembled, inoperable, junked or wrecked motor vehicles, truck bodies, tractors, or trailers means motor vehicles, recreational vehicles, truck bodies, tractors, farm machinery or trailers in such a state of physical or mechanical ruin as to be incapable of propulsion, being operated upon the public streets or highways, or which are otherwise not in safe or legal condition for operation on public streets or highways due to missing or inoperative parts, flat or removed tires, expired or missing license plates or other defects.

Inoperable appliance means any stove, washer, refrigerator or other appliance which is no longer operable in the sense for which it was manufactured.

Motor vehicle means as defined in Wis. Stats. § 340.01(35).

Race car, race truck or demo derby car or truck means any standard car or truck modified to allow for competition in any kind of racing activity.

Unlicensed motor vehicles, truck bodies, tractors or trailers means motor vehicles, truck bodies, tractors, recreational vehicles or trailers, race cars, race trucks, demo derby cars which do not bear lawful current license plates.

- (c) *Exceptions.* This section shall not apply to any motor vehicle or motor vehicle accessories stored within an enclosed building, behind screening fencing, or on the premises of a business enterprise operated in a lawful place and manner in a properly zoned area when necessary to the operation of such business enterprise, in a storage place or depository maintained in a lawful place and manner; or seasonal vehicles such as snowmobiles, motorcycles, motor scooters, all-terrain vehicles and nonmotorized campers, provided such vehicles are stored in compliance with ordinances. Also excepted are motor vehicles registered pursuant to Wis. Stats. §§ 341.265 and 341.266. In other situations the common council may issue temporary permits permitting an extension of not to exceed an additional 30 days' time to comply with this section where exceptional facts and circumstances warrant such extension.
- (d) *Enforcement.* Enforcement of this section shall be as follows:
- (1) Whenever the city inspector ~~or police department~~ or designees shall find any vehicles, vehicles parts or tires or appliances, as described in this section, placed or stored in the open upon private property within the city, they shall notify the owner of the property on which such vehicle or appliance is stored of the violation of this section. If such vehicle, part thereof or appliance is not removed within five days, the police department ~~or city inspector~~ or designees shall cause to be issued a citation to the property owner or tenant of the property upon which the vehicle or appliance is stored.
 - (2) If such vehicle or appliance is not removed within 20 days after issuance of a citation, the chief of police ~~or designees or city inspector~~ shall cause the vehicle or appliance to be removed and impounded, and it shall thereafter be disposed of as prescribed in sections 38-403 through 38-406 by the chief of police ~~or city inspector~~ or his/her duly authorized representative. Any cost incurred in the removal and sale of the vehicle or appliance shall be recovered from the owner. However, if the owner of the vehicle or appliance cannot readily be found, the cost of such removal shall be charged to the property from which it is removed, which charges shall be entered as a special charge on the tax roll.
- (e) *Penalty.* Any person who shall interfere with the enforcement of this section and shall be found guilty thereof shall be subject to a penalty as provided in section 1-14. Each motor vehicle or appliance involved shall constitute a separate offense.

(Code 1999, § 10-5-8; Ord. No. 1060B, § 1, 11-14-2001; Ord. No. 1134B, § 1, 7-13-2005)

State Law reference— Abandoned vehicles generally, Wis. Stats. § 342.40.